

THE AMERICAN ARCHIVIST

Volume VI

OCTOBER, 1943

Number 4

THE PRESERVATION OF CONSULAR AND DIPLOMATIC POST RECORDS OF THE UNITED STATES

I. Early Trends in the Policy of the Department of State

THE administration of President Andrew Jackson marked the beginning of a definite program by the Department of State to preserve its records in foreign countries. This development in a measure reflected Jackson's general policy of increasing the efficiency of the department's management of foreign relations. Jackson had delivered a notable address on the Department of State in his annual message of 1829, and his attitude found further expression in reports of two of his Secretaries of State, Martin Van Buren and Edward Livingston.

Before the Jacksonian era it was common if not customary for American representatives in foreign countries to consider papers accumulated during their tenure of office as their own. American presidents to this day have treated their official correspondence in such a manner; it is not surprising that American diplomats and consuls adopted the same procedure. The result has been that no consular or diplomatic correspondence of the period of the Continental Congress or the Congress of the Confederacy has been preserved at the various posts abroad, while records for the period 1789 to 1820 are fragmentary.¹ Such papers as have survived must usually be looked for in historical societies, Library of Congress collections, and family papers held by descendants of incumbents.

One of the early circular instructions admonished diplomatic agents to maintain correspondence received and copies of corre-

¹ Diplomatic post records from Spain as early as of 1801 are extant; from Brazil, as early as 1809; Russia, as early as 1807; and from France for even earlier dates; Bahia, La Rochelle, and Marseille are among the consular posts which have maintained files running back into the early federal period. These records are now in the National Archives. For some diplomatic archives not in government custody see Samuel Flagg Bemis and Grace Gardner Griffin, *Guide to the Diplomatic History of the United States* (Washington, 1935), 868-883.

spondence sent as government property. Not worded in forceful language, it was not generally observed. On February 24, 1832, the Secretary of State issued another directive which served as a standing instruction for many years. It reads in part as follows:

Neither the instructions given to a Diplomatic Agent by his Government nor the official letters he receives, nor the records of his answers, and of other transactions relating to his office, are his private property—they are to be kept subject to the order of the Department to which his office is attached. The public interest, and the convenience of public intercourse with our agents in a foreign country, require that every Minister who succeeds to a Mission should know accurately the directions that have been given by the Government to his predecessors, and what they have done—what communications they have received from other sources, and what answers they have given—it was, therefore, made a standing direction to all our Diplomatic Agents, to preserve the archives of their mission, with the utmost care, that they might be delivered to their successors, either immediately, or by means of such persons as might be ordered to receive them until the successor should arrive. It has been observed with regret at the Department that these directions have been, in many instances, but imperfectly executed, and in others, totally disregarded.²

Due either to the short tenures of office or to the large number of political appointments of early days, or both, there seems to have been an unusual amount of carelessness in preserving records at some posts. The department, by this same instruction, gave directions that thereafter each new incumbent should report the state of the records upon coming into office. These newcomers apparently complained about the condition of the archives when they reached their posts, for the department was constrained to adopt a form for all diplomatic officers to sign when leaving office: "I . . . do hereby certify upon honor that the records of the Legation at . . . of which I lately had charge were left by me in due order and that they are complete to the date of my departure from it."³ Without this form duly signed, the minister was not able to obtain his final salary adjustment from the Treasury Department.

Early in the next century, on February 10, 1910, the department instructed the diplomatic officer to forward a "complete inventory of the furniture and archives of . . . [each] Mission, together with a description of the same."⁴ Answers to these serve as happy hunting

² *Supplement to the Personal Instructions to the Diplomatic Agents of the United States in Foreign Countries*. Diplomatic Post Records, Belgium, Correspondence, C8.7, Vol. 1, 41.

³ "Circular Instructions," Vol. 1, 1797-1874, pp. 303-304.

⁴ Numerical File, 1906-1910, Vol. 1150, No. 23578.

grounds for present day archivists who are thus enabled to reconstruct a picture of the number and kind of bound volumes at a post and to determine whether volumes are missing today. The inventories, therefore, serve as a basis upon which a search for gaps in series can be made.

During this same period, from about 1830 to about 1910, the Department of State evinced a different attitude toward the care of consular post records. Their interest was casual about 1830, careful during the turn of the century when consular inspectors made detailed investigations of consular methods and recommended strict adherence to instructions. A circular instruction of August 8, 1834,⁵ required the submission of an inventory of the archives of each post. The answers form valuable clues as to the extent of a consulate's archives at that time. Laxity in preserving records was common, however. A Treasury Department circular of September 20, 1844, contains a casual reference to the "frequent changes in the Consular Offices of the United States abroad, and the practice of retiring Consuls taking with them the instructions they may have received. . . ."⁶

The reorganization of the consular service by the act of August 18, 1856, brought about an increase in the work of consuls and a consequent increase in their record keeping. During the following year the department submitted a questionnaire inquiring about the types of books maintained at the various consulates.⁷ In addition, consuls received a formal series of record books, each with a back-strip stamped in gold: "From Jan. 1, 1857-."

The *Consular Regulations* of 1856 contained a provision that was to remain in subsequent editions throughout the rest of the century and which continued on into the next: "All consular officers are instructed to take care that the archives are kept in proper order; and with this in view, as well as to facilitate reference to previous correspondence, they will keep in their offices registers of all the documents, papers, letters, and books which have been or which may be at any time received, and also forwarded by them on matters connected with their official duties." Consuls, likewise, were required to submit an account of their archives upon assumption of duties. These quasi-inventories differ in detail, but invariably are far less descriptive than the archivist would like to find them.

That the department was alert in its interest in the archives of

⁵ Consular Post Records, Guatemala City, Circular Instructions, C8.5, 1827-1882.

⁶ "Circular Instructions," Vol. 1, 1797-1874, p. 94.

⁷ *Ibid.*, 158, 159.

consular posts is indicated by a circular instruction of August 27, 1879,⁸ inquiring into the condition of the archives. The department was particularly interested in finding out about such matters as preservation of accounting records, keeping of press copy books, transcribing outgoing messages into record books, and indexing both incoming and outgoing correspondence. Shortly before the turn of the century, on September 20, 1898, the department again requested information on consular archives: "You are directed to report frankly to the department what record books have hitherto been kept by you and the exact condition in which each of them is at present, stating without fear of criticism in which ones entries have not been made up to date or have not been made at all."⁹

The formal request for a complete inventory of consular archives preceded the request for the inventory of diplomatic archives by a few months. On October 16, 1909, consuls were instructed to submit the broadest kind of an inventory which "should contain a list of all furniture and other furnishings, books, both reference and record, archives, files or bound copies of correspondence, all files intended to be permanently retained in the office, and in fact all the property in your office belonging to the government."¹⁰ One copy of this inventory was to be submitted to the Department of State; a second copy was to be preserved in the consul's Miscellaneous Record Book.

One of the results of the movement during the early part of the present century for a national archives building was the executive order of July 19, 1912, requiring executive departments to make reports on records outside of Washington which antedated 1873. The survey was under the general direction of Dr. Herbert Putnam, librarian of Congress, and under the immediate supervision of Gaillard Hunt, formerly of the Department of State but then of the Manuscript Division of the Library of Congress. Perhaps it was due to Hunt's influence that the Department of State transmitted to its foreign representatives such a detailed questionnaire. Twenty-one questions covered such subjects as buildings in which the archives were housed; destruction of records by fire; temperature; shelving; custodians of the records; accessibility; arrangement, flat-filing and

⁸ Consular Post Records, Dundee, Circular Instructions, C8.6, Vol. I, 1873-1890, p.

233.

⁹ *Ibid.*, Vol. II, 1891-1900, p. 735.

¹⁰ *Ibid.*, Vol. III, 1901-1910, p. 1193.

folding; damage by vermin, moisture, heat; gaps in the records with explanations for missing items; and calendars of archives. The "meat" from these reports was incorporated into a volume entitled: *Archives of Government Offices Outside of the City of Washington* (H. Doc. 1443, 62nd Cong. 3rd Sess.).

In early days the department had no suggestions to offer respecting the preservation of books and archives from dampness in tropical countries or from insects and mice. Even as late as 1909 the department was unable to give aid to the consul at Turks Island who, complaining of damage by termites, alleged that "books which had been in the Consulate for years are honey-combed by these pests."¹¹ By a circular instruction of December 24, 1921, however, the department took positive steps of relief and proffered the following advice:

... the Department urges upon all consular officers the great necessity of adequately protecting the records and archives of the offices and it will appreciate anything which may be done by consular officers with a view to preserving this important class of Government property. Such preservation may be materially assisted by keeping the records cleaned and, wherever necessary, sprinkled with insect-powder; proper binding of all correspondence and storage of records and archives on enclosed shelves or in cabinets free from dust and moisture so far as the storage facilities of the various offices will permit.¹²

The department was hampered by lack of adequate funds to make possible better storage facilities, but requested consuls to report hazards to archives which required urgent attention. Present instructions are far more elaborate than this.

II. *Hazards in Connection with Housing Noncurrent Records at Foreign Posts*

Unless archives are given the most careful attention, they become lost, destroyed or damaged. Mr. Julian Boyd has quoted the words of an archivist at Westminster under Queen Elizabeth as saying, "A foure fold hurt maie bring wrack to Records . . . Fier, Water, Ratts and Myce, Misplaceinge." Then gently but forcefully the archivist supplemented his statement by observing that there "is even plaine takeing of them away . . . by a Privy Counsellor . . . or

¹¹ Numerical File, 1906-1910, Vol. 407, No. 4732/41.

¹² General Instructions Consular, No. 814.

anie of the Kings learned Counsell," for which problem, he complained, there was no adequate remedy.¹³

As a rule, post records have been given the best of attention, particularly during the more recent decades. Yet records have been subject not only to the misfortunes mentioned by the ancient archivist; they have been subject also to others. Tidal waves have accounted for damage in certain cases; earthquakes to the complete destruction of the records in others. Climatic conditions in tropical countries, coupled with the ravages of insects which attack both binding and paper, offer further problems to the records preserver. Press copy books containing records of outgoing correspondence have been either of such a poor quality paper or have been so subject to weather conditions that the pages will crumble in one's hands as the pages are turned over.¹⁴ Lack of proper space facilities has in many cases made records difficult of access in an emergency. Shells from enemy guns, bombs, or activities of revolutionary forces within a country have done their part to threaten or destroy archives at the posts.

Evidences of these destructive agencies are to be found primarily among the despatches from our representatives abroad. The following illustrations perhaps give a more realistic picture than any general summary.

Enemy shells. Over one hundred years ago the American consul general in the land of the Barbary pirates saw danger of enemy fire. His first thought was of the archives, which he hastened to protect. The incident is thus described: "A frigate under Austrian colours stands in to the entrance of the Bay, tacks and runs out. The Consul General puts the Archives of his office into the Magazine and walls the door up to preserve them."¹⁵

Transfer of offices. A serious hazard to the records results from the moving of the consulate or legation from one part of the city to another. The difficulty was greatly augmented years ago when the greater portion of records remained unbound. The American consul general at Havana, for example, reported to the department in 1879: "The records of the correspondence received and sent before the year 1869 are in such great confusion, the office has been twice

¹³ Preface to *Guide to the Manuscript Collections in the Historical Society of Pennsylvania* (Philadelphia, 1940), vii.

¹⁴ One illustration among several is the press copy book from the consular agency at Ciudad Bolivar, Venezuela.

¹⁵ Consular Despatches, Algiers, Vol. 12, July 25, 1830.

removed. . . . On both occasions the removal was attended to by an ignorant porter; the books and papers were thrown promiscuously into carts and have been put away in boxes without regard to order or arrangement. From an examination of these archives it appears that much is missing and that they are not consecutive for any period previous to the year 1869."¹⁶ The student of the exciting Civil War days when Havana was a base for blockade runners here has a clear picture of what may have happened to the correspondence he does not find. There is a case on record where an important consul general was unable to give a report of some of the early archives when approached by the department. The mystery was finally solved when representatives from the consulate general visited the basement of a building where the consular office had formerly been located. The missing records in this instance were retrieved, and restored to their place as government archives.

Cyclone and tidal wave. In February, 1906, the American consul at Tahiti sent to the Department of State (telegram via San Francisco) the following message: "Cyclone destroyed consulate February 8th. Records saved but damaged." On March 1, the consul wrote the department a descriptive account of the tragedy. He narrated that:

. . . the waves broke about fifteen feet high during the removal of the archives and damaged them beyond possible use, with the exception of about forty volumes of records and official correspondence. During my absence from the Consulate, Mrs. A. Wallace Doty, my mother, supervised the removal of the archives being nearly drowned twice, in the midst of high waves. She and my sister abandoned the Consulate toward midnight Feb. 7 and appealed to the Latter Day Saints Mission (American) whose buildings were at a safe distance from the sea. The missionaries . . . made several attempts during the night at Mrs. Doty's request to enter the Consulate and remove the Archives. They were, however, unable until daybreak to achieve any success, as the floors of the building had given way during the night, and it was impossible to make an entrance. From early daybreak the work of removal of official documents was carried on at great peril to the lives of these young missionaries, who were many times under falling debris amidst high waves. . . . I have only this to add that had I been present, the work of securing the archives would hardly have been more successful, than under the direction of my mother.¹⁷

¹⁶ Consular Despatches, Habana, Vol. 82, October 22, 1879.

¹⁷ Consular Despatches, Tahiti, Vol. 10.

Forest fire. Fires have been the greatest enemy of post records.¹⁸ In 1908, three days after the newly appointed consul arrived at Fernie, Canada, he wired the department his first message: "Fernie burned. Supplies lost. . . . Denison." The story of Denison's inauspicious first days as consul at Fernie is best told in his own words:

I arrived at Fernie July 31st and that day hired the only available office for a consulate, and had the supplies moved there. The next morning I opened the supplies, and was in fair running order. The forest fires were burning nearly all around Fernie, when at about three o'clock P.M. the whole town was afire at once with a hurricane such as I have never seen. The air was filled with burning brands and flames. My wife and I accompanied a Mr. F. H. Hale, an Ex. M. P., each of us trying to drag a trunk with our belongings out into the street, where the heat, fire and wind were so intense that we dropped all, and fled for our lives, crawling under a Rail Road water tank for safety. After that caught fire, we got into a freight car and were shunted about for an hour or more in an effort to escape the fire. Finally we managed to get back on foot, to the other end of the town, where we were taken aboard cars and landed here [Cranbrook] having lost everything we had, including part of our hair and my moustache, with the exception of the clothes on our backs. All supplies & fee stamps were burned, with the exception of the steel press which I carried in my hand. Probably between 100 and 200 were killed.¹⁹

During the latter part of the month of August the vice consul made the pointed observation: "I have the honor to report that the entire records of my Office for the month of July 1908, and previous to that date were destroyed in the general conflagration of this city on August 1st 1908." This officer was forced to render his accounts from memory.

Earthquake. Just as Managua²⁰ and Valparaiso²¹ in this hemisphere had earthquakes resulting, through fires that followed, in the greatest destruction to archives created by American diplomatic and

¹⁸ Fires at Chihuahua in 1922, at Ciudad Juarez in 1922 and at Durango in 1927 destroyed nearly all of the records of the consular posts at these towns in northern Mexico and their agencies. All of the significant early correspondence preserved at the consulate general at St. John's, Newfoundland, was destroyed in the great fire of 1892, although some of the early record books have been preserved. Most of the records of the consulate general at Naples were destroyed by fire at a time when the department was making arrangements for their transfer to Washington.

¹⁹ Numerical File, 1906-10, Vol. 313, No. 3367/68. 11, 14.

²⁰ According to the *New York Times* of April 2, 1931, p. 3, "The American Legation was totally destroyed. . . . American Minister Hanna and his wife are safe but all their personal effects and all the files and documents were destroyed."

²¹ The records of the American consulate general at Valparaiso were reported completely destroyed by the earthquake of 1906.

consular officials, so the cities of Tokyo and Yokohama in Japan had visitations resulting in similar losses. After the great earthquake of September 1, 1923, the American ambassador to Japan cabled: "All embassy buildings totally destroyed but no one in embassy injured." Later came a message which read in part: "The casualties in Tokyo are estimated at 10,000. I believe all Americans in Tokyo are safe. The food situation is acute. Send supplies from Philippines. . . . The fire-proof vault of the embassy was not fire-proof and all embassy records are burned."²² Destruction to records was apparently not as disastrous as this statement would make it appear, for 327 bound volumes from the Japanese embassy, apparently a complete collection for the period before 1912, have since been transmitted to this country from Japan. These records, dating back to 1855, are in excellent condition and give no indication that they have survived an earthquake of such serious proportions.

The post records at Yokohama fared less well. Only one fragmentary volume survived the holocaust. On September 5, 1923, the American consul at Kobe had wired: "Yokohama completely destroyed by earthquake and fire; no business houses, no homes remain standing. Consulate general collapsed and burned killing . . . [several people]."²³

Direct volcanic eruption. The American consulate at St. Pierre, Martinique, one of the earliest offices established by the federal government, came to a dramatic but tragic end in 1902 as the result of a volcanic eruption. The story is thus told in the Miscellaneous Record Book, Vol. III, from the consulate at Fort de France, Martinique:

The city of St. Pierre, situated on the north coast of the Island of Martinique, in which the American Consulate was formerly located, was completely destroyed by an eruption of Mt. Pelée on May 8th 1902. The American Consulate for Martinique, the American Consul Thomas T. Prentis and his family, the American Vice Consul Andree Testart, all of the consular archives, seals, shields, records, files, papers, furniture, and all of the articles used in and connected with the Consulate and consular business, were destroyed in that catastrophe. The location of the Consulate was then changed to Fort de France.

Insects. A despatch dated March 29, 1908, from the American consul general at Panama illustrates the destruction to records

²² *Foreign Relations of the United States*, 1923, Vol. II, 466-467.

²³ *Ibid.*, 468.

wrought by the insect "polilla."²⁴ "I have the honor to inform the Department that, in going through the boxed records which I have found here, I found one box containing books, records, etc., of the Consular Agency at Buenaventura, Colombia; that the correspondence, records, etc. have been almost totally destroyed by insects."²⁵ Sample pages, still preserved, were sent to the department to illustrate the damage. The consular official, after receiving authority from the department, destroyed the bulk of the damaged records of the Buenaventura consular agency. Many consular records show the results of insect depredations.

Violation of immunity of archives. Immunity of diplomatic and consular archives either from use by civil authorities²⁶ or from seizure by military authorities has been firmly established in international law. Violations have so far been rare. In 1914, during the period when American interests in Mexico were handled through the Brazilian legation in Mexico City, John R. Sillman, American vice consul at Saltillo, was captured and imprisoned by General Maas. On May 5, 1914, the Brazilian legation wired the department: "My informant states that consulate [at Saltillo] was sacked, all archives taken, Marchani [the consular clerk] forced by troops to open safe; troops are said to have carried code with them. . . ." A few days later the American consul at Vera Cruz wired the department upon the same subject: "Marchani left Saltillo May 8; states [that he] was taken from jail to consulate under heavy guard and compelled under threat of death [to] open safe and deliver all records including Red Code and three hundred pesos and jewelry left at consulate for safe keeping."²⁷ The Mexican authorities evidently returned the records in good condition, for the post records from Saltillo are among the best preserved to be found in the National Archives.

Fear of violations of international law sometimes resulted in record destruction. In August, 1918, the action of *de facto* authorities at Moscow in entering the consulates general of Great Britain and France and arresting the consuls general influenced the American consul general in that city to destroy both codes and records.²⁸ Simi-

²⁴ The insect "comejen" destroyed furniture.

²⁵ Numerical File, 1906-10, Vol. 832, No. 12963/1-3.

²⁶ See Green H. Hackworth, *Digest of International Law* (Washington, 1941-), IV, 722-726.

²⁷ *Foreign Relations of the United States*, 1914, 662-663.

²⁸ *Ibid.*, 1918, Russia, Vol. I, 643.

larly, in 1941, at the outbreak of the war between the United States and Japan, Japanese officials burned records of the embassy at Washington and of the consular office at Chicago fearing that the data might get into the hands of the enemy.²⁹

Modern War. Surprisingly enough, the wars of the twentieth century have not as yet brought serious destruction to consular and diplomatic records. The writer has failed to find an instance where American diplomatic or consular records were destroyed as the result of gunfire or bombing in the first World War. An incident which perhaps was a serious danger to diplomatic records of another nation is told in a German White Paper. On August 4, 1914, at St. Petersburg, "the German Embassy was completely wrecked by the mob, not a single article of furniture being left undestroyed. Everything was smashed into the smallest possible pieces and thrown into the street. Actually nothing was saved. . . ."³⁰ In September, 1922, at the time of the destruction of Smyrna during the war between Greece and Turkey, the American consulate was reported completely destroyed, although valuable records were saved.³¹

Records in the war zones today are receiving such care and attention that dangers from enemy destruction are being minimized. An interesting sidelight on the transfer of archives during war-time concerns post records. In the summer of 1942, diplomatic post records from the American embassy at Spain, covering the whole period before 1912, were transferred to the National Archives. The records travelled under cover of the diplomatic immunity of the exchange ship *Drottningholm*.³²

Consular and diplomatic archives of no permanent value or historical interest may be destroyed by appropriate action of Congress. The earliest instance of such an authorization is to be found in the act approved February 4, 1903, directing the Secretary of State to cause the "destruction of invoices that have been filed in the consular offices for a period of more than five years."³³ Up to the present

²⁹ *New York Times*, December 8, 1941, p. 5.

³⁰ Quoted by James W. Garner in *International Law and the World War* (New York, 1920), I, 45.

³¹ George Horton, *The Blight of Asia* (Indianapolis, 1926), 178.

³² *Eighth Annual Report of the Archivist of the United States* (Washington, 1943), 14.

³³ Such action had been recommended to Congress by James G. Blaine in 1892. He had likewise recommended destruction of landing certificates and "papers which, from age and decay, have crumbled to pieces and become illegible."

time, over ninety-five per cent of the consular and diplomatic records have been considered worthy of preservation.

III. *Transfer of Post Records to the National Archives*

When records have outlived their administrative usefulness, or when the administrative value of archives becomes secondary, the custody of the records should be transferred from the administrator, whose interest lies primarily in the practical use of the records for administrative purposes, to the archivist. In addition to the basic problem of providing for future administrative uses to which the records may be put, the archivist has a two-fold purpose in view: to preserve the records; and to make the records available for the use of historians and others. The modern archivist has the training, skills, and repair facilities which are not usually available to the administrator.

The movement to bring the post records to Washington, which had been strenuously urged by some historians, was considerably hampered by the lack of adequate space facilities in the Department of State. Occasionally some records came in. The story is told that one ambassador kept repeatedly filling the despatch bags with extra volumes of old records, much to the disturbance of Department of State clerks. But the records sent to Washington were only fragmentary; by 1932 less than one per cent of the post records had been centralized.

The year 1932, however, ushered in the beginning of a transfer of the older post records to the Department of State building in Washington. Records which were no longer of administrative value and those antedating 1906 were to be moved. The year 1906 was at that time the terminal date for public use of Department of State records. Records in the Caribbean areas were to be moved first since these were in the greatest danger of deterioration. The story of the initial transfers has already been told by Mr. David Hunter Miller in the *American Historical Review*.³⁴ Thereafter, the department adopted a policy of acquiring all records from closed posts regardless of date and of receiving records from posts not in the Caribbean area. The terminal date for records scheduled for transfer was changed from 1906 to 1910, later to 1912. The last change was presumably made in order that the records sent in would cover the

³⁴ *American Historical Review*, XXXIX (October, 1933), 184-185.

period up to August 1, 1912, the date when a formal system of classifying and filing post records began.

In 1939 those post records which had been received by the Department of State were transferred to the custody of the archivist of the United States. Provision was made subsequently for future transfers of records to the National Archives. At the present time, approximately fifty thousand volumes, occupying an estimated 9,600 cubic feet of space, have been received in the National Archives. This represents possibly two-thirds of the total volumes earmarked for transfer to Washington. The outbreak of the second World War brought a temporary halt to this movement, although some post records were transferred even during the course of the war.

IV. *Future Problems Connected with Preservation*

The deposit of post records in the National Archives has minimized if not overcome most hazards to the records. Ants, mice, floods, fire, earthquake are no longer problems. This does not mean, however, that problems do not still exist. Obviously, centralization of records is not alone the answer to destructive influences. There are cases on record where scattered archives have been brought to a central archival depository where they subsequently were all destroyed by fire. Fire is no serious hazard in a modern repository such as the National Archives which is made of steel and reinforced concrete. But whether records deposited in archival buildings of the finest construction known to man can indefinitely survive modern warfare is a matter that should not have to be put to the test. The best precautions, other than removal in every time of crisis—which is impractical—are microfilming and publication of the most valuable parts of the papers. Lamination and rebinding are answers to the less serious problems of decay, wear, and tear. If important records are subject to hazards, it is incumbent upon their custodian to see that the information contained in the records is preserved in another form, and if records are of intrinsic value, extraordinary efforts be taken to preserve them.

MEREDITH B. COLKET, JR.

The National Archives

ARCHIVAL TERMINOLOGY

THE English dictionaries afford a very limited basic terminology for discussing problems in connection with the preservation, administration, and interpretation of governmental and other records and documents. In fact, they have but three words (*a*) archive, (*b*) archival, and (*c*) archivist. Because of the primary and secondary definition of the first of these three words, added to the fact that most of the modern dictionaries state "now only in the plural" or some similar phrase at the end of the definitions of this word, a great deal of confusion arises in the writings of many who refer to these subjects.

The word "archive" with its plural, "archives," is derived from the Greek *archeion* which means a government building. Hence the primary definition of the word is "a place where records and documents are kept." To this definition most modern dictionaries add the secondary meaning of "records or documents."

The dictionaries of the eighteenth century in general give only the first meaning of this word. For example, N. Bailey in 1726 defines archive as "a place where ancient Records, Charters, and Evidences are kept, as in the Office of the Master of Rolls." While Samuel Johnson in 1770 gives only the following: "Archives, *s. without a singular* (*archiva* Lat.), the place where records or ancient writings are kept." Even as late as 1838, and again in 1849, Charles Richardson in *A New Dictionary of the English Language* gives only the following: "Archives. Fr. *Archives*; It. *Archivio*; Sp. *Archivo*; Gr. *Archeion*. Where public papers or records are deposited; frequently so used by Josephus." It is not until about the beginning of the nineteenth century that a secondary definition is found, and as late as 1827 the entry is most restrained. In this latter year, Todd's edition of Johnson's *Dictionary of the English Language* contains the following: "Archives, *n.s. pl. Without a singular*, Dr. Johnson says, which is a great mistake; as my examples will show; (*Archiva*, Lat.). The place where records or ancient writings are kept. It is perhaps some times used for the writings themselves." The *Oxford English Dictionary*, of which the part containing the word "archive" appeared in 1885, has the following definitions:

Archive, mostly in *pl.* . . . 1. A place in which public records or other important historic documents are kept. Now only in *pl.* 2. A historical record or document so preserved. Now chiefly in *pl.* . . .

James A. H. Murray in *A New English Dictionary* (1888) gives these same definitions. In spite of the insistence on "now only in plural" for the first meaning, both these dictionaries, however, show the usage of the word by a quotation from Bishop Lowth, *Letters Warburton*, in 1775, "laid up in the same archive." *The Century Dictionary and Cyclopedia* (1889) and Funk and Wagnall's *New Standard Dictionary* (1893 ff.) follow the Oxford and Murray. *New International Dictionary* (1909 ff.) gives the following:

Archive, *n.*, pl. archives . . . 1. *pl.* A place in which public records or historic documents are kept. Formerly also in *sing.*: 2. *pl.* Public records or documents preserved as evidence of facts; as, national or family archives. Also in *sing.*

In contrast to the foregoing the *Universal Dictionary of the English Language* edited by Henry Cecil Wyld (London, 1932) gives the following:

Archive (*s*), (*a*) place where records and documents are kept; (*b*) records or historic documents stored in such a place.

It is worthy to note that the qualifying phrase "now only in the plural" does not appear in this work.

Historians during the nineteenth century seem to have used the word "archive," or "archives," very little. An examination of many works does not reveal this word in the indexes. Even general historical writings in the twentieth century fail to show any usage of the word. For example, in Henry Johnson, *Teaching of History*, 1915, the words archive, archives, or records are not found in the index. In the nineteenth century the word was more often used by American historians who had studied in Spain than by any others, and the plural, archives, was employed to translate the singular form in the Spanish which most definitely meant a place where records are kept. For example, Prescott speaks of "the archives of Simancas which have held the secrets of the Spanish monarchy hermetically sealed for ages" and "the ancient archives of Simancas within whose hallowed precincts. . . ." In both these quotations the plural, archives, is used to translate the singular, *archivo*, which means the place where records are kept.

With the turn of the century two events took place which developed two schools of thought on the use of the words "archive" and "archives." In 1899 the American Historical Association set up the Public Archives Commission. At the time this commission was

formed, there did not exist in the United States any place specifically and solely devoted to the keeping of public records or documents. It obviously was very natural that those who were interested in the subject placed before this commission should use the word "archives" in its second acceptance, and perchance they were inclined to limit it to governmental materials only as distinguished from "manuscripts" which were considered to belong to private individuals. It is believed that this distinction was not necessarily justified by the definition of the word. Nevertheless, this seems to be the general usage of a number of learned persons who were interested in the Public Archives Commission. Most of these same persons, however, will be found using the word "archives" in its primary and correctly etymological sense when they wish to speak of more than one place where records are kept. They and many other authorities use the expression "libraries and archives." It should be pointed out that even the American Historical Association itself somewhat later set up a Committee on Obtaining Transcripts from Foreign Archives, where obviously the word "archives" does not refer to the records themselves but to the places from which the copies were secured. It should be further observed that in general this group of authorities when they have to refer to one single institution resort to some sort of a circumlocution such as archives repository, archival center, archive depository, archival establishment, or some other similar form. As high as eight or ten circumlocutions have been noted in a single article of a certain writer.

About this same time the Carnegie Institution of Washington, under the direction of Dr. J. F. Jameson, began the work of preparing the great series of guides to materials in foreign archives relating to the history of the United States. Those whom he chose to undertake the work all found that in most of the countries there was a single generic term for the place where they had to carry on their task of securing information regarding the records and documents relating to the history of the United States. Perhaps that fact had an influence on the usage which was developed by this group of students, to which may be added the group of fellows sent especially to Spain and Mexico by the University of California. These students at that time found a need for a generic term in English to indicate the place where records are kept, and they found that term in the singular form of the word "archive," which is a translation for the corresponding word in Dutch, Spanish, German, Italian, Swedish, Polish, Russian,

and perhaps other languages. This usage has been practiced for more than a quarter of a century by a continually growing number of scholars who have had to do with the archives scattered throughout Europe and the parts of America outside of the United States.

Today because of the establishment of the National Archives at Washington the problems in connection with the preservation, administration, and interpretation of public records and documents have taken on a new importance. Studies are now being made of the activities of other countries in regard to these problems. It is to be noted that when translating materials from numerous European languages a great deal of confusion arises because of the limitations of the basic American terminology. This confusion is well illustrated by the several numbers of *THE AMERICAN ARCHIVIST*. Taking the German alone it is noted that the words *archiv*, *archive*, *archivalien*, and *archivalische* are all translated by the one English word "archives." Unless one is very familiar with the matter presented and has a very good idea as to what the author is saying, it becomes very difficult to follow the translation. Also it is found that in a translation in this review the word "archives" is used in three short lines to mean (a) places where records are kept, (b) the records themselves, and (c) used in the place of the adjective "archival." Elsewhere in this same translation the word "archives" is used to mean one place where records are kept. Such indefiniteness of terminology is not conducive to the development of scientific accuracy in dealing with the problems at hand. No doubt there is need for a wider and more exact terminology.

In this matter it is noted that the Germans have made greater progress than other archivists, and consequently they are enabled to make more exact statements regarding the problems considered. Thus we have in the German language *archiv*, a place where records are kept; *archive*, places where records are kept; *archivalien*, the records themselves; *archivar*, archivist; *archivalische*, archival; and *archivwesen*, the science which deals with archives. This seems to represent a minimum number of terms necessary to carry on a proper discussion of the subject.

It appears then that the situation demands a generic term for each of the following ideas: (1) a place where records are kept, (2) two or more places where records and documents are kept, (3) an adjective referring to this place and its records, (4) a name for the director or technical employee of the place where records and docu-

ments are kept, (5) a name for the science which deals with the place where records and documents are kept and its contents, and (6) a name for the mass of records or documents kept in one such place.

It is suggested, therefore, that the basic terminology to be used in connection with the preservation, administration, and interpretation of records and documents include the following terms:

ARCHIVE, n.s. (Ger., *archiv*; Lat., *archivum*; Sp., *archivo*). A place where records and documents are kept.

This is a generic term for one such place and is recommended because of the confusion which arises from using the plural "archives" in this sense and because it avoids the necessity for multitudinous varieties of circumlocutions such as archival repository, archive repository, archives repository, archival establishment, archives depot, archive depository, archival center, and so on *ad infinitum*. This usage has been very general among scholars who have had experience in investigating the historical records and documents found in the numerous European archives. The singular, archive, is used in this sense by such men as Jameson, Leland, J. A. Robertson, Chapman, Hanke, Paltsits, Cole, Chamberlain, Bolton, Bemis, and many others. Such usage is to be found in publications of the Harvard University Press, Library of Congress, Carnegie Institution of Washington, University of Chicago Press, and Duke University Press, as well as those of outstanding commercial publishers.

ARCHIVES, n. pl. (Ger., *archive*; Lat., *archiva*; Sp., *archivos*).

Two or more places where records and documents are kept. This usage follows naturally after the singular usage indicated above. It is practiced by the same authorities which are mentioned in the preceding paragraph. Also at times it is used by those who do not recognize the singular use in this sense and usually use the plural to mean "records or documents." Herein lies perhaps the greatest confusion, because of the use of the plural in two distinct acceptations. A substitute for the secondary meaning of "archives" is suggested below.

ARCHIVAL, adj. (Ger., *archivalische*). Of or pertaining to an archive.

ARCHIVIST, n.s. (Ger., *archivar*; Sp., *archivero*). Keeper of records or documents; director or technical employee of an archive.

ARCHIVOLOGY, n.s. (Ger., *archivwesen*; Sp., *archivología*; It., *archivistica*). The science pertaining to the preservation, ad-

ministration, and interpretation of records and documents in an archive.

This is the suggestion of a generic term to express the science which deals with all subjects connected with an archive, including its contents. It is the adaptation of the Spanish term, *archivología*, which is derived from the two Greek words *archeion* and *logos*. It is believed that this term has very decided advantages over any of the circumlocutions such as archival science, archive science, archives science, science of archives, archival practice, and archival economy which have been at times used to express this idea. It includes both theory and practice. Archivology belongs to the group of words, names of sciences, derived from the Greek *logos* which includes anthropology, geology, biology, sociology, psychology, etc.

ARCHIVALIA, n. pl. (Ger., *archivalien*; Dutch, *archivalia*). Mass of records or documents preserved in an archive.

This is the suggested adoption of a foreign word to express a concrete idea and avoid the confusion which arises from the use of one word in two distinct acceptations. Both the German and the Dutch in the development of their archivology have found the need for a term of this kind. In this period of beginnings of archivology in the United States, it is felt that the use of this word of Latin characteristic, like "data" and "memoranda," will be helpful.

If this word is not acceptable, it is suggested that the word "records" be employed to express this idea. This is the usage of the archivist of the United States in his annual report for 1938 and later years.

ROSCOE R. HILL

Washington, D.C.

THE BUREAU OF NAVIGATION, 1862-1942

THE arrangement, servicing, and description of records can be successfully performed only by the archivist who familiarizes himself with the administrative history of the agency whose records he is concerned with. The writer of administrative history, on the other hand, will find the records more or less indispensable to the completion of his task. In the present instance the writer has been both the archivist and the historian, for it was in handling numerous large accessions of records from the Bureau of Navigation received in the National Archives in the past several years that he became interested in the history of that bureau to the extent of investigating and writing it. Although this article is long, it is nothing but a sketch of the eighty year history of the Bureau of Navigation. Most of the subdivisions in which it is presented could be made the subjects of separate articles by using the records of the bureau and other Navy Department records now in the National Archives. If this were to be done the records would become more useful for other types of research. This article then is an illustration of what the archivist who is trained as a historian is likely to be allured into producing when he undertakes working with a collection of records. It is replete with dates and footnotes because these will be useful to the archivist attempting to identify certain series of records and to the historian and administrative official desirous of exact information and where to find it. The writing of administrative history must to a greater or less extent be a function of the archivist.

An act of Congress approved May 13, 1942, changed the name of the Bureau of Navigation to Bureau of Naval Personnel. The old designation had been a misnomer for many years, practically since the establishment of the bureau.¹ It had been established originally as the scientific bureau of the Navy Department, but its work had come largely to deal with naval personnel. Finally when the Hydrographic Office and the U. S. Naval Observatory were transferred to the Office of the Chief of Naval Operations on April 8, 1942,² only personnel matters were left. These matters had become

¹ In 1908 the Chief of the Bureau of Navigation recommended changing the name of the Bureau to "Bureau of Personnel and the Fleet," while in 1920 the Secretary of the Navy recommended that the name be changed to "Bureau of Personnel."

² *Federal Register*, VII, No. 71, 2753, Executive Order No. 9126.

increasingly voluminous during the 1930's as a result of the expansion of the navy. From 455 vessels and an authorized enlisted personnel of 79,700 in 1933 the navy increased to 907 vessels and nearly a quarter of a million enlisted men in 1941. Upon the outbreak of the war on December 7, 1941, the building up of the two ocean navy was accelerated. The Bureau of Naval Personnel can now devote its undivided attention to the personnel work of the Navy Department.

Office of Detail

Soon after becoming Secretary of the Navy on March 7, 1861, in the cabinet formed by President Lincoln, Gideon Welles gave his attention to the organization of the Navy Department. The Confederate States of America had been formed at Montgomery, Alabama, in the preceding month, and war seemed to be close at hand. Until this time the detailing of officers had been performed by the Secretary's Office, but Welles now ordered Commodore Silas H. Stringham to report to his office to undertake this duty.³ When war came, Stringham was detached and an Office of Detail was formed under Commodore Hiram Paulding, the other members being Commanders Charles H. Davis and Maxwell Woodhull. Paulding had been in the navy for fifty years, and because of his age Davis came to do most of the work of the office.⁴ It handled also the appointment and instruction of volunteer officers, the purchasing of ships, and related matters.

Bureau of Navigation

Upon the recommendation of Secretary of the Navy Gideon Welles in reports of July 4 and December 2, 1861, a reorganization of the Navy Department was effected in 1862. Among the eight bureaus authorized by the act of July 5, 1862, was the new Bureau of Navigation. Under the authority of this act Secretary Welles by order of August 31, 1862, placed under this bureau the Naval Observatory and Hydrographical Office and the Nautical Almanac office, which had previously functioned under the Bureau of Ordnance and Hydrography, thereafter known as the Bureau of

³ Charles O. Paullin, "A Half Century of Naval Administration in America, 1861-1911," *U. S. Naval Inst. Proc.*, XXXVIII (Dec., 1912), 1319.

⁴ Charles H. Davis, *Life of Charles Henry Davis, Rear Admiral, 1807-1877* (Boston, New York, 1899), 116 ff.

Ordnance.⁵ Charles H. Davis, who had been largely responsible for the creation of the bureau, became its permanent chief on November 15, 1862. The bureau had been organized by Capt. James M. Gilliss, head of the Naval Observatory. Davis served until April 27, 1865, becoming then the superintendent of the Naval Observatory.⁶ The other chiefs of the bureau during the 1860's and 1870's were: Percival Drayton, April 28, 1865-August 4, 1865; David Dixon Porter, August 8, 1865-August 24, 1865; Thornton Alexander Jenkins, August 24, 1865-April 11, 1869; James Alden, April 12, 1869-September 30, 1871; Daniel Ammen, October 1, 1871-June 4, 1878; and William Danforth Whiting, June 11, 1878-October 12, 1881.

Naval Observatory and Hydrographical Office

The Naval Observatory and Hydrographical Office originated in the Depot of Charts and Instruments which was established by order of the Secretary of the Navy of December 6, 1830.⁷ The depot was attached to the Bureau of Ordnance and Hydrography as its hydrographic branch in 1842 upon the organization of the bureau system of administration in the Navy Department. From December, 1854, to August 1, 1866, this institution was designated as the United States Naval Observatory and Hydrographical Office. At the latter date a division of the work occurred, pursuant to an act of Congress of June 21, 1866, resulting in the formation of a Hydrographic Office and of a Naval Observatory, both of which continued as separate offices under the Bureau of Navigation.⁸

The Naval Observatory and Hydrographical Office had engaged in both hydrographical and astronomical work, but Matthew F. Maury, who headed the office from 1844 until 1861, had been prin-

⁵ Paullin, *loc. cit.*, xxxviii (Dec., 1912), 1320-1321. The other bureaus established by the act of 1862 were: Bureau of Yards and Docks, Bureau of Equipment and Recruiting, Bureau of Ordnance, Bureau of Construction and Repair, Bureau of Steam Engineering, Bureau of Provisions and Clothing, and the Bureau of Medicine and Surgery.

⁶ Davis was selected for this position because of his long experience in the scientific work of the Navy Department as head of the Nautical Almanac Office and because, being of a scholarly nature, he was better suited for this type of employment than for an active command such as he had had in charge of the Western Flotilla on the Mississippi before he was recalled to Washington. Cf. Gideon Welles, *Diary of Gideon Wells, Secretary of the Navy under Lincoln and Johnson* ((Boston, N.Y., 1911, 3 vols.), 1, 158.

⁷ Gustavus A. Weber, *The Naval Observatory; Its History, Activities and Organization* (Baltimore, 1926), 10; Lloyd M. Short, *The Development of National Administrative Organization in the United States* (Baltimore, 1923), 300.

⁸ Gustavus A. Weber, *The Hydrographic Office; Its History, Activities and Organization* (Baltimore, 1926), 26-27; Davis, *op. cit.*, 284.

cially concerned with the hydrography. His wind and current charts of the oceans of the world, which were based upon numerous logs of naval vessels and merchant ships, were an extremely important contribution to the science of navigation. Gilliss upon succeeding Maury in 1861 restored astronomy to the primary position in the office. Davis favored the separation of the hydrographic work from the office and succeeded in accomplishing this. The divided offices were able to expand their work.

The Naval Observatory retained the astronomical functions, including the rating of chronometers and the care of navigational and surveying instruments. The sending out of time signals, which had begun in 1865, was extended by the Western Union to all cities of over twenty thousand population. In 1873 the observatory obtained the largest refractor in the world, and in 1893 the new observatory in Washington was occupied.

The Hydrographic Office was charged with the duties of providing the navy and the merchant marine with nautical charts, sailing directions, and navigator's manuals. It began publishing in 1867 the "Hydrographic Notices" and in 1869 the "Notices to Mariners," which were later consolidated under the latter title. In 1883 it began issuing pilot charts. In order to procure the information for these publication, surveys and expeditions were conducted in all parts of the world.⁹ Previously the United States had been dependent on foreign sources, chiefly the British Admiralty, for such publications. The head of the office became the Hydrographer to the Bureau of Navigation in 1871 in an order which reorganized the office into five sections.¹⁰ The practice of soliciting meteorological data from merchant ships was resumed in 1873, and new editions of charts were prepared. In 1904, however, the duty of collecting marine meteorological reports was transferred to the Weather Bureau, which thereafter supplied the Hydrographic Office with data for publication in pilot charts. The better distribution of the publications of the Hydrographic Office was provided for in 1884 by the establishment of a number of branch hydrographic offices in principal ports.

⁹ U. S. Hydrographic Office, *Surveys by the Hydrographic Office, Navy Department, from the Survey of Georges Bank and Shoal by Lieut. Charles Wilkes, U.S.N., in 1837 to July 1, 1924, with a Brief History of Several of the Earlier Surveying Expeditions* (Washington, 1924). Also published in the annual report of the Bureau of Navigation, 1924.

¹⁰ Weber, *Hydrographic Office*, 28.

Nautical Almanac Office

The Nautical Almanac Office was established in Cambridge, Massachusetts, in July, 1849, to undertake the preparation of the *American Ephemeris and Nautical Almanac* under the supervision of Lieut. Charles H. Davis, for which an appropriation was made by act of March 3, 1849. The creation of this office was the result of the efforts of Lieutenant Davis, who from his work on the Coast Survey in the preceding seven years realized the need for a national ephemeris, and the support given him by Prof. A. D. Bache, superintendent of the Coast Survey, Joseph Henry, secretary of the Smithsonian Institution, and Matthew F. Maury, superintendent of the Naval Observatory.¹¹ The Nautical Almanac Office was originally located at Cambridge because of the scientific and library advantages afforded by Harvard University. It reported directly to the Secretary of the Navy until 1859 when it was placed under the Bureau of Ordnance and Hydrography.¹² In 1866, four years after it was attached to the Bureau of Navigation, it moved to Washington. By order of the Secretary of the Navy of September 20, 1894, the office became a branch of the Naval Observatory.¹³

United States Naval Academy

The United States Naval Academy, which had been established as the Naval School at Annapolis, Maryland, in 1845 through the efforts of Secretary of the Navy George Bancroft, was placed under the jurisdiction of the Bureau of Navigation at the time of its creation. In 1850 the name of the institution had been changed to United States Naval Academy, and it was placed under the Bureau of Ordnance and Hydrography. During the War of the Rebellion it was located at Newport, R.I. On March 1, 1867, the Naval Academy was placed under the supervision of the Secretary of the Navy, but its administrative routine and financial management were conducted by the Bureau of Navigation until March 11, 1869, when all connections ceased.¹⁴ In 1889 the Naval Academy was again placed under the Bureau of Navigation, in accordance with the plan of the

¹¹ Davis, *op. cit.*, 86ff.

¹² Weber, *Naval Observatory*, 26; U. S. Superintendent of Documents, *Checklist of United States Public Documents, 1789-1909* (Washington, 1911), 764.

¹³ U. S. Navy Department, *Annual Report*, 1894, 30-31; 1895, 110; Weber, *Naval Observatory*, 28.

¹⁴ U. S. Supt. of Documents, *op. cit.*, 770; James R. Soley, *Historical Sketch of the United States Naval Academy* (Washington, 1876), 111.

Navy Department to charge that bureau with the supervision of training and education in the navy.

Naval Apprentice System

The naval apprentice system revived in 1864 by Secretary Welles under the authority of the act of March 2, 1837, according to which apprentices had been enlisted in 1837 and 1855, was the first personnel matter to be placed in charge of the Bureau of Navigation.¹⁵ The object was to supply the navy with disciplined and better instructed seamen and to free it of its dependence upon the mercantile marine. By 1867 the *Sabine*, the *Portsmouth*, and the *Saratoga*, old sailing vessels, were in commission as apprentice ships. Following the passage of the act of June 17, 1868, which limited the number of enlisted men and apprentices to 8,500, it was necessary to reduce the number of apprentices to the capacity of one ship, the *Saratoga*. Most of the apprentices were lads who hoped to pass the examinations which were to be given them for admission to the Naval Academy. The annual examination for the admission of ten boys out of about five hundred doomed most of them to disappointment, and desertions followed in large numbers.¹⁶ Failure of the system was the result.

During the years following the Civil War the navy sank to low depths, both in ships and personnel. The ships were largely those left over from a bygone era, and no provision was made by Congress for replacing them with modern steel ships until 1883. The service was unattractive, particularly in those days when the West was under exploitation. The crews of our naval vessels were more largely foreigners than Americans. This situation became a matter of concern to officers like Captain Stephen B. Luce, who advocated the establishment of a training system as a means of providing seamen for both the navy and the merchant marine.¹⁷

An apprentice training system was set up pursuant to a Navy Department circular of April 8, 1875, providing, according to the act of March 2, 1837, for the enlistment of boys between sixteen and eighteen years of age for service until they reached twenty-one.

¹⁵ A. W. Johnson, *A Brief History of the Organization of the Navy Department* (Washington, 1935), 38; U. S. Navy Department, *Annual Report*, 1866, 132; Aaron Ward, "Naval Apprentices," *United Service*, III (Dec., 1880), 740.

¹⁶ U. S. Navy Department, *Annual Report*, 1869, 52; 1870, 117; 1871, 117.

¹⁷ Albert Gleaves, *Life and Letters of Rear Admiral Stephen B. Luce*, U. S. Navy (New York, 1925), 134ff.; U. S. Navy Department, *Annual Report*, 1875, 18.

The training was designed merely to fit the boys to be sailors, so the mistake of giving them all hopes of becoming officers was avoided. Supervision of the apprentice system was placed under the Bureau of Equipment and Recruiting, which had had charge since its creation of the enlistment of men for the navy. The apprentices received their first instruction on training ships stationed at some of the large Atlantic coast ports: the *Minnesota* at New York, the *Constitution* at Philadelphia, the *Monongahela* at Baltimore, and the *Saratoga* at Norfolk.¹⁸ Training cruises were made on the practice ships. When the boys were transferred to cruising vessels of the navy, favorable reports were received from officers concerning them. On May 12, 1879, when there were 945 boys serving as apprentices, an act of Congress was approved authorizing the annual enlistment of 750 boys between the ages of fifteen and eighteen years, to serve until twenty-one.¹⁹ Immediate measures were taken for their recruitment.

The first naval training station for the apprentices was established on Coaster's Harbor Island, Newport, R.I., in 1883. This island had been ceded by the state of Rhode Island to the United States on March 2, 1881, for use as a training station.²⁰ It became the headquarters that year of the Apprentice Training Squadron, which had been established under the command of Commodore Stephen B. Luce.²¹ On June 4, 1883, the naval training station was permanently established there, and with the training ships it was under the supervision of the Bureau of Equipment and Recruiting.²² Upon the founding of the Naval War College on the island in 1884 the headquarters of the training system, a stone building which had formerly been the asylum for the poor of Newport, was transferred to that institution. Coaster's Harbor Island, however, continued to be the home station of the training service, which housed itself in ships and on the island in the rigging loft, in tents, and in the War College building.²³ In 1889 the Naval War College was consolidated with the

¹⁸ U. S. Navy Department, *Annual Report*, 1876, 108, 113; 1877, 123-124; 1878, 61-62; Gleaves, *op. cit.*, 146ff.; Stephen B. Luce, "United States Training Ships," *United Service*, 1 (July, 1879), 425-435.

¹⁹ The act of Feb. 23, 1881, changed the "fifteen" in the act of 1879 to "fourteen."

²⁰ U. S. Bureau of Yards and Docks, *Federal Owned Real Estate under the Control of the Navy Department* (Washington, 1937), 323.

²¹ Gleaves, *op. cit.*, 157-158. During the four preceding years Luce had had command of the *Minnesota*.

²² M. S. Thompson, *General Orders and Circulars Issued by the Navy Department from 1863 to 1887* (Washington, 1887), 223.

²³ Stephen B. Luce, "U. S. Naval War College," *U. S. Naval Inst. Proc.*, xxxvi (June, 1910), 574.

Torpedo Station on Goat Island, making the Naval Training Station the sole occupant of Coaster's Harbor Island.²⁴

As a part of the reorganization of the Navy Department effected by Navy Department General Order No. 372 of June 25, 1889, the naval apprentice system was transferred to the supervision of the Bureau of Navigation. It continued to be operated along the same lines.²⁵ Another training station for apprentices was established on the Pacific Coast on Yerba Buena Island, San Francisco, on March 25, 1899.²⁶ In conjunction with the training of landsmen instituted after the war with Spain the naval apprentice system was successful in reducing the number of foreign seamen in the navy to a small percentage.

Bureau of Navigation and Office of Detail

The administration of the personnel matters of the navy long remained in the hands of the secretary.²⁷ No provision was made even at the time of the organization of the bureau system in 1842 for handling matters pertaining to personnel. The burden which this placed upon the Secretaries of the Navy led some of them to recommend the establishment of a Bureau of Personnel.²⁸ Following the passage of the act of July 5, 1862, Secretary Welles transferred duties connected with enlisted personnel from the Secretary's Office to the Bureau of Equipment and Recruiting.²⁹ Thereafter certain matters of a personnel nature came to be assigned to the Bureau of Navigation.

The most important duties of a personnel nature assigned to the bureau were those relating to officers. The Office of Detail was placed under the Chief of the Bureau of Navigation on April 28, 1865.³⁰ This resulted in the use of the designation, Bureau of Navigation and Office of Detail, thereafter. Up until this time the important function of issuing orders to officers had been performed directly by the Secretaries of the Navy, but the chief of the Bureau of Naviga-

²⁴ Luce, *loc. cit.*, 566; *Navy Department General Order*, No. 365, January 11, 1889.

²⁵ For an account of the system towards its close see James H. Reid, "A Naval Training Policy and System," *U. S. Naval Inst. Proc.*, XXIX (March, 1903), 13-14.

²⁶ U. S. Navy Department, *Annual Report*, 1898, 1, 328; 1899, 405, 458.

²⁷ R. H. Leigh, "Naval Personnel," *U. S. Naval Inst. Proc.*, LV (Oct., 1929), 855.

²⁸ U. S. Navy Department, *Annual Report*, 1851, 16 (William A. Graham); 1853, 319 ((James C. Dobbin).

²⁹ Johnson, *op. cit.*, 32.

³⁰ Paullin, *op. cit.*, *U. S. Naval Inst. Proc.*, XXXVI (Dec., 1912), 1319; XXXIX (June, 1913), 736.

tion now began to sign routine orders to naval officers.³¹ By order of the secretary of June 26, 1869, the Bureau of Navigation was given authority to issue orders to staff officers as well as to line officers.³² The power of the Bureau of Navigation was further augmented by assigning to it control over the movements of naval vessels. This function had been exercised by the secretary in connection with the issuance of orders to officers. From the Office of Detail, which had limited authority over the movements of vessels, this duty passed to the Bureau of Navigation. Secretary of the Navy William H. Hunt directed on November 28, 1881, that commandants of navy yards, commanders of squadrons, and commanding officers of ships were to send all reports, letters, and telegrams relating to the movements of vessels to the Bureau of Navigation and Office of Detail, the chief of which was to keep records of their position and destination and to prepare orders and instructions for the signature of the secretary.³³

A change in the administration of the Navy Department, however, resulted in the Bureau of Navigation's being shorn temporarily of its powers touching the detail of officers and the control of ship movements. Against some incumbents of the position of head of this bureau, the charge was made that they favored their friends in the service in making assignments. After serving for a year as the Secretary of the Navy, William E. Chandler determined to return the duty of issuing orders to officers to the Secretary's Office. When the chief of the Bureau of Navigation, then John G. Walker, refused to comply with a request to draft a modification of General Order No. 278,³⁴ Chandler issued General Order No. 309 on October 15, 1883, which directed that "All communications to the Navy Department from officers of the Navy, excepting only such as related strictly to the specific duties of the various Bureaus, as defined in General Order No. 293, dated March 30, 1882, will be addressed to the Secretary of the Navy." General Order No. 278 was stated to be rescinded. By a further order of

³¹ "The Bureau of Navigation, Office of Detail, and Office of Naval Intelligence," *United Service*, XIII (Dec., 1885), 645; Bureau of Navigation, Letters Received, Navy Department, Gideon Welles to T. A. Jenkins, August 31, 1865 (The National Archives). The orders to officers were issued "By direction of the Secretary of the Navy."

³² Bureau of Navigation, Letters Received, Navy Department, George M. Robeson to James Alden, June 26, 1869.

³³ Thompson, *op. cit.*, 203. General Order No. 278.

³⁴ "The Bureau of Navigation, Office of Detail, and Office of Naval Intelligence," *United Service*, XIII (Dec., 1885), 647.

October 1, 1884, Chandler returned the Office of Detail to the Secretary's Office.³⁵ It remained there but a short time, for on May 22, 1885, soon after entering upon the position of Secretary of the Navy, William C. Whitney restored it to the Bureau of Navigation.³⁶ He announced at the same time that the Board of Detail created by Chandler to advise the secretary concerning the detail of naval officers would be continued.

It was charged that this order placed the chief of the Bureau of Navigation in virtual command of the navy, which was a violation of our republican principles of government, according to which this authority was to be exercised by the civilian head of the Navy Department.³⁷ Whitney, nevertheless, reappointed Walker as chief of the Bureau of Navigation, a position which he held altogether from October 22, 1881, to October 31, 1889, a longer period than any other officer has ever occupied it. He has been characterized as one of the ablest administrators and executives the department has ever had.³⁸

Concerning the movements of ships, the navy *Regulations* of 1893 prescribed as follows:

All orders governing the movements of vessels, other than those issued by officers exercising command afloat or at shore stations, within the limits of their respective commands, will be signed by the Secretary and recorded in this bureau [Navigation].

Through its direction of the commissioned personnel of the navy, the movements of ships, the Naval War College, and the Office of Naval Intelligence, the Bureau of Navigation became the most powerful bureau in the Navy Department. To a large degree it had charge of the military affairs of the navy. The forceful personalities of Captain John Grimes Walker and Rear Admiral Francis Munroe Ramsay, who served from November 1, 1889, to April 5, 1897, contributed greatly to this end. An assistant chief for the bureau was authorized in 1893. By direction of the President in 1902 the chief of the Bureau of Navigation was to function as Acting Secretary of

³⁵ Thompson, *op. cit.*, 235. General Order No. 322. This order revoked the orders of the department to the Bureau of Navigation of August 31, 1865, and June 26, 1869, attaching the Office of Detail to that bureau.

³⁶ *Ibid.*, 260. General Order No. 337.

³⁷ "The Bureau of Navigation, Office of Detail, and Office of Naval Intelligence," *United Service*, XIII (Dec., 1885), 648-649.

³⁸ Albert Gleaves, *Life and Letters of Rear Admiral Stephen B. Luce* (New York, 1925), 172-173.

the Navy in the event that both the secretary and the assistant secretary became sick.³⁹

Chief Signal Office

In 1869 the Chief Signal Office was organized and attached to the Bureau of Navigation for the purpose of preparing signal books and codes and giving instruction in signalling.⁴⁰ The army method of signalling, which had proved successful during the Civil War, was introduced into the navy with the assistance of Brigadier General A. J. Myer, Chief Signal Officer of the Army, who had devised the system. Young naval officers were trained by army signal instructors and introduced instruction and practice on board ships of war. A signal book was prepared for the use of the navy, and an official American edition of the *International Signal Code*, which had been originally prepared and published in England, was brought out for the use of the navy and merchant vessels. Experiments were carried on to develop methods of signalling for both day and night. The Very pistol, an invention of Lieut. Edward W. Very, U.S.N., a method of night-signalling by means of firing colored stars from a pistol, was introduced in 1877.

Office of Superintendent of Compasses

Prof. B. F. Greene, U.S.N., reported for duty in the Bureau of Navigation as Superintendent of Compasses on March 28, 1873, by direction of the Secretary of the Navy.⁴¹ He was charged with the inspection and improvement of compasses. In that year Greene arranged for the erection of a compass observatory at Brookline, Massachusetts, on the grounds of Messrs. Ritchie, who were engaged in the manufacture of liquid compasses for the navy, in order that they could be properly adjusted and inspected before acceptance. This office also inspected compasses at storehouses in navy yards. It conducted experiments connected with the magnetic effect of iron ships upon the qualities of compasses. This office was transferred in 1889 to the Bureau of Equipment. On January 19, 1906, it was placed under the Naval Observatory, which supplied all other navi-

³⁹ Office of the Secretary of the Navy, General files, No. 12753-2. This order was issued under Section 179 of the *Revised Statutes*. It was renewed from time to time. Cf. other subnumbers under file 12753.

⁴⁰ U. S. Navy Department, *Annual Report*, 1869, 52.

⁴¹ *Ibid.*, 1873, 80.

gational instruments to ships, and which had ample accommodations and facilities.⁴²

Office of Naval Intelligence

In 1869 the secretary directed the Bureau of Navigation to collect information about foreign navies and other matters of interest to the navy.⁴³ This led eventually to the establishment in 1882 of the Office of Naval Intelligence under the Bureau of Navigation.⁴⁴ Its first head was Lieut. T. B. M. Mason, who was largely responsible for its creation.⁴⁵ By the same order the department library was placed under this office in order to facilitate its work. From the year of its establishment the Office of Naval Intelligence has maintained naval attachés in foreign capitals. In 1890 the office was transferred to the re-established office of the Assistant Secretary of the Navy. It was returned by an order of the secretary of April 26, 1898, to the Bureau of Navigation in which it remained until detached by order of November 18, 1909, when it was assigned to the Aid for Operations. The Office of Naval Intelligence was first provided for by law in the appropriation act of February 24, 1899.

Library and Naval War Records Office

The librarian appointed in 1882 undertook in addition to the maintenance of the library of the department the arrangement of the manuscript records of the Union and Confederate navies in the War of the Rebellion. After Congress made an appropriation for this work on July 7, 1884, the librarian, Prof. J. R. Soley, was made superintendent of the Naval War Records Office. Thereafter a single chief presided over this office and the library. In the reorganization of the department effected in 1889 these organizations were transferred to the office of the Secretary of the Navy.

Naval War College

After securing the establishment of the training system Captain Luce turned his attention to promoting the creation of a school where officers of the navy could be taught the art of war. Through

⁴² U. S. Navy Department, *Annual Report*, 1904, 384-385; 1906, 387.

⁴³ Johnson, *op. cit.*, 39-40.

⁴⁴ By Navy Department General Order No. 292 of March 23, 1882.

⁴⁵ Albert P. Niblack, *The History and Aims of the Office of Naval Intelligence* (Washington, 1920).

the powerful support of Admiral David D. Porter and Capt. John G. Walker, chief of the Bureau of Navigation, who were both strong friends, Captain Luce was ordered to Washington on special duty in 1884, and after a conference with Secretary of the Navy Chandler he was made president of a board to consider the question of the establishment of a war college.⁴⁶ Impressed by Luce's arguments, Secretary Chandler adopted the recommendation of the board, and on October 6, 1884, established the Naval War College on Coaster's Harbor Island under the general supervision of the Bureau of Navigation.⁴⁷ Commodore Luce was detached from command of the North Atlantic Fleet in September, 1884, to become the first president of the institution. In the late poorhouse of the city of Newport the college was opened in the fall of 1884, but it was not until September, 1885, that the first brief session was held. Luce was succeeded in August, 1886, by Capt. Alfred T. Mahan, who since his detachment from the command of the *Wachusett* in the preceding year had been working in New York on the lectures he was to deliver at the college.⁴⁸ These lectures and others that followed resulted in his famous books on the influence of sea power on history which began to appear in 1890.

The early years of the Naval War College were precarious ones owing to the strong opposition evinced by some officers. The Bureau of Navigation continued to support it, but when relations between Captain Walker and the Secretary of the Navy became strained over the question of the detailing of officers, this was no longer effective. Walker's successor, Commodore Francis M. Ramsay, had been superintendent of the Naval Academy at the time of the establishment of the college and had opposed it on the ground that it was unnecessary and that it should have been a post graduate school at the academy. The Bureau of Equipment, which had been deprived of the headquarters for its Training System on Coaster's Harbor Island by its transfer to the Naval War College, also sought to secure its abolition.⁴⁹ The opponents of the college were so far successful

⁴⁶ Gleaves, *op. cit.*, 174; John Stapler, "The Naval War College, a Brief History," *U. S. Naval Inst. Proc.*, LVIII (Aug., 1932), 1157; Stephen B. Luce, "U. S. Naval War College," *U. S. Naval Inst. Proc.*, XXXVI (June, 1910), 562; Leon B. Richardson, *William E. Chandler, Republican* (New York, 1940), 307.

⁴⁷ By Navy Department General Order No. 325.

⁴⁸ W. D. Puleston, *Mahan, the Life and Work of Captain Alfred Thayer Mahan* (New Haven, 1939), 74-80.

⁴⁹ Luce, *loc. cit.*, 567.

as to effect in 1889 the consolidation of the college and the Naval Torpedo Station on Goat Island, where the station had been located since 1869.⁵⁰ The Naval Torpedo Station and War College, as the consolidated institution was designated, came under the jurisdiction of the Bureau of Ordnance.

A new administration soon came into power, however, and the friends of the college were able to persuade Secretary of the Navy Tracy to recommend the construction of the new building for the college on Coaster's Harbor Island, where there was ample room and certainty of occupation since the Navy Department owned it. The appropriation act approved June 30, 1890, provided that the building for which an appropriation had been made should be erected on that island. This appropriation was assigned to the Bureau of Navigation, but Secretary Tracy removed the Naval War College from the jurisdiction of Ramsay, who had succeeded Walker on November 1, 1889, to the newly re-established office of the Assistant Secretary of the Navy to which was appointed James R. Soley, one of the earliest lecturers at the college and its staunch friend.⁵¹

After an interval in which no sessions were held the college re-opened in September, 1892, in its new building under the presidency of Captain Mahan. The advent of the Cleveland administration brought into the position of Secretary of the Navy, Hilary Herbert, who as chairman of the naval appropriations committee had opposed the foundation of the college. He held the same views as Commodore Ramsay, who was able to secure his support for an order detaching Mahan for sea duty. Later Herbert read one of Mahan's books and became convinced of the value of the college. He detailed Capt. H. C. Taylor as president with directions to place the institution upon a firm basis. Taylor, who was later to be chief of the Bureau of Navigation, had been an early lecturer at the college. On December 16, 1901, the Naval War College was again placed under the Bureau of Navigation.⁵² In 1909 it was transferred to the Aid for Operations.⁵³ After being in the Office of the Chief of Naval Operations from 1915 to 1934, the Naval War College was returned to the Bureau of Navigation in 1934. By this time the college had

⁵⁰ Navy Department General Order No. 365, January 11, 1889.

⁵¹ Luce, *loc cit.*, 570; Puleston, *op. cit.*, 92.

⁵² Navy Department General Order No. 74, Dec. 13, 1901; U. S. Navy Department, *Annual Report*, 1902, 409.

⁵³ Effected by changes in Navy Regulations, No. 6, Nov. 18, 1909.

become more of an educational institution than a planning organization.

Naval Inspector of Electric Lighting

As early as 1882 the Navy Department became interested in the installation of electric lighting on board ships of the navy. Whale oil and more recently lard oil had been used for lighting purposes. The chief of the Bureau of Navigation in that year recommended an appropriation, and as a result electric lights were installed in the *Trenton*.⁵⁴ This was the first ship of war in the world to be lighted by electricity. Capt. R. B. Bradford had charge of this work and of the training of young officers in it. He became on January 6, 1887, the Naval Inspector of Electric Lighting.⁵⁵ His duties were to prepare specifications for installing electric lights on ships and at naval stations and to inspect electrical materials and machinery. In 1889 all duties connected with electrical engineering were transferred from the Bureau of Navigation and the Bureau of Ordnance to the Bureau of Equipment.

Reorganization of 1889

In the years following the reorganization of 1862 the Navy Department developed without plan or system. New duties were assigned to the bureaus regardless of relationship to the duties being performed by those bureaus. The work of the bureaus was not properly co-ordinated, sometimes with ludicrous results as in the case of the *Omaha*, which, when delivered from the hands of the several bureaus working upon her, had her space so fully appropriated that she had room for coal for only four days' steaming. All of the bureaus had charge of the supply of materials, a function which should have been concentrated in a single bureau. No bureau had charge of the detailed administration of the navy; these duties were also scattered. This duplication and overlapping resulted in increased expense of administration and decreased efficiency.

The defects in the organization of the Navy Department were pointed out by the Secretaries of the Navy, and measures were taken by them to correct the incongruities. Secretary Whitney thought there was something radically wrong with the department and proposed a division of its work into its three natural branches: Di-

⁵⁴ U. S. Navy Department, *Annual Report*, 1889, 296; 1890, 85.

⁵⁵ *Ibid.*, 1887, 157; Paullin, *U. S. Naval Inst. Proc.*, xxxix (Sept., 1913), 1254.

vision of Personnel and the Fleet, which would be the military branch; the Division of Material and Construction, which would furnish the ships and their equipment and supplies; and the Division of Finance and Accounts.⁵⁶ His successor, Benjamin F. Tracy, was also dissatisfied with the condition of the Navy Department and, under the secretary's authority to distribute the duties of the department among the bureaus established by Congress, he decided to effect a reorganization which would charge the Bureau of Navigation with the supervision of the entire fleet, including vessels, officers, and seamen as to training, assignment, inspection, and practice.⁵⁷ The "new navy" provided for by the act of August 5, 1882, was already in existence and there was need for an organization to direct its operations.

This reorganization was effected by Navy Department General Order No. 372 of June 25, 1889, which entrusted the Bureau of Navigation with duties relating to personnel and the fleet. The handling of enlisted personnel and recruiting and the apprentice system were transferred from the Bureau of Equipment and Recruiting to the Bureau of Navigation. The Office of Detail was absorbed by the Bureau of Navigation. Under the Bureau of Equipment, as the former Bureau of Equipment and Recruiting was thereafter called, were placed the Naval Observatory, the Nautical Almanac Office, the Naval Inspector of Electric Lighting, and the Compass Office. In his annual report Secretary Tracy recommended that the Hydrographic Office also be placed by statute under the Bureau of Equipment, a transfer which was also favored by the Bureau of Navigation. He could not effect this transfer himself because of the statute already in existence, but it was finally done by act of May 4, 1898.

The duties of the Bureau of Navigation were prescribed as follows in General Order No. 372:

The duties of the Bureau of Navigation shall comprise all that relates to the promulgation and enforcement of the Secretary's orders to the fleet and to the officers of the Navy; all that relates to the education of officers and men, including the Naval Academy and technical schools for officers (except the Torpedo School), the apprentice establishment and schools for the technical education of enlisted men; to the enlistment and discharge of all enlisted persons, including appointed petty officers

⁵⁶ U. S. Navy Department, *Annual Report*, 1885, xxviii, xl.

⁵⁷ *Ibid.*, 1889, 37-40, 295.

for general and special service, and to the preparation of estimates for the pay of all officers and enlisted men.

It shall have under its sole control all rendezvous and receiving ships, and it shall provide transportation for all enlisted persons and appointed petty officers.

It shall establish the complement of the crews of all vessels in commission.

It shall keep the records of service of all squadrons, ships, officers, and men, and prepare the annual Naval Register for publication.

It shall have under its direction the Office of Naval Intelligence and Naval Attachés abroad, the Department Library, libraries for ships, and the War Records Office.

It shall be charged with the enforcement of the laws and authorized regulations, tactics, signal codes, and manuals of the service and the keeping of the same correct to date.

All questions with regard to discipline, changes of regulations, tactics, and manuals shall be submitted to this Bureau for its action or recommendation.

It shall prescribe the dress of all officers and men and see that the regulations in this respect are strictly enforced.

It shall receive and bring to the attention of the Secretary of the Navy all applications from officers for service or change of service.

It shall receive all reports of service performed by vessels, officers, or men; of all inspections of the same not of a special nature, and of all drills and exercises.

In order to prevent the issuing of conflicting instructions all official communications to vessels in commission shall be first submitted to the Secretary of the Navy and forwarded through this Bureau.

Naval Home

The Naval Asylum at Philadelphia was established as a result of an act of Congress approved February 26, 1811, which created a Board of Commissioners of Navy Hospitals and directed it to provide at one of the locations obtained for hospital purposes a permanent asylum for disabled navy officers, seamen, and marines. Not until 1827 was the building begun on a site near the Schuylkill River. Although it was not completed, it was occupied towards the close of 1833 when patients moved in from the old Pemberton mansion on the grounds, which had been occupied as a naval hospital since 1826.⁵⁸ A superintendent who had been in charge after 1834 was

⁵⁸ Edward Shippen, "Some Account of the Origin of the Naval Asylum at Philadelphia," *Pennsylvania Magazine of History and Biography*, VII (July, 1883), 130; Charles H. Stockton, *Origin, History, Laws and Regulations of the United States Naval Asylum, Philadelphia, Pennsylvania* (Washington, 1886), 15.

replaced by a governor in 1838. Until this time the institution had been under the general supervision of the commandant of the navy yard at Philadelphia, but it now became an independent command under the jurisdiction after 1842 of the Bureau of Medicine and Surgery.⁵⁹ On July 1, 1849, it was transferred to the Bureau of Yards and Docks. Forty years later its name was changed to Naval Home, which had a better connotation than Naval Asylum. By order of the Secretary of the Navy of March 19, 1898, the personnel and administration of the Naval Home were transferred to the Bureau of Navigation, which by that time was essentially the personnel bureau of the Navy Department.⁶⁰ The Bureau of Yards and Docks, however, remained in charge of the buildings and grounds.

Spanish War

Upon the outbreak of the Spanish War the Bureau of Navigation undertook the procurement of officers and men for the new ships of the navy. More applications were received for appointments than were needed. Examining boards were established to ascertain the qualifications of applicants. Temporary appointments were given to 813 officers, of which 456 were line officers. Over five hundred other officers were obtained from the naval militia and the retired list of the navy. The enlisted force of the navy, which had an authorized strength of 12,500 before the war, reached a maximum of 24,123 on August 15, 1898. The additional men were secured through enlistments, applicants being many more than were required. Immediately after the war the volunteer officers were discharged and the enlisted personnel was reduced.

Coast Signal Service

The naval defense of the coasts of the United States had been a matter of concern to naval officers, but prior to the outbreak of the Spanish War no measures were taken by the Navy Department.⁶¹ The Coast Signal Service was organized upon the recommendation of a board convened by order of the Navy Department of October

⁵⁹ Richmond C. Holcomb, *A Century with the Norfolk Naval Hospital, 1830-1930* (Portsmouth, Va., 1930), 129.

⁶⁰ U. S. Navy Department, *Annual Report*, 1898, 213.

⁶¹ Richard Wainwright, "Naval Coast Signals," *U. S. Naval Inst. Proc.*, xv (1888), 61-74; W. T. Sampson, "Outline of a Scheme for the Naval Defense of the Coast," *U. S. Naval Inst. Proc.*, xv (1889), 169-232; U. S. Navy Department, *Annual Report*, 1884, 237-244. Frequent lectures were given at the Naval War College on coast defenses.

18, 1897. Pursuant to orders of the Secretary of the Navy of March 15, 1898, Capt. Caspar F. Goodrich, president of the Naval War College, reported a plan for the establishment of coast signal stations on the Atlantic and Gulf coasts, based upon that of the board.⁶² Orders were issued on April 9, 1898, to Captain Goodrich to establish these stations. He located his headquarters in New York and on April 22 telegraphed the commanding officers of the naval militias of the seaboard states to establish and man the coast signal stations already decided upon. On the following day Captain Goodrich was relieved by Capt. Theodore F. Kane. The latter was relieved on May 9 by Capt. John R. Bartlett, chief intelligence officer, who removed the headquarters to Washington, where it operated under the supervision of the Bureau of Navigation. Eight districts were created in which thirty-six signal stations were maintained by the state naval militias. The Life Saving Service, the Lighthouse Service, and the Weather Bureau co-operated with the Coast Signal Service in maintaining a lookout for the approach of enemy vessels and the movements of American vessels. The service was discontinued after the conclusion of the war.

Naval Auxiliary Service

The collier service established by the Navy Department during the Spanish War became a permanent organization operating under the direction of the Bureau of Navigation. Towards the end of March, 1898, a few weeks after the sinking of the *Maine* in the harbor of Havana, the chief of the Bureau of Equipment recommended to the Secretary of the Navy the purchasing of steam colliers in view of the great deficiency of coaling stations for the navy.⁶³ Upon the authorization of Theodore Roosevelt, Assistant Secretary of the Navy, the Bureau of Equipment obtained a number of colliers, which were used during the war to supply the vessels of the navy operating against the Spanish and the naval base at Key West.⁶⁴ One of the colliers purchased, the *Merrimac*, was sunk in the harbor

⁶² F. B. Anderson, "The Coast Signal System," *U. S. Naval Inst. Proc.*, xxv (Dec., 1899), 727-745; Paullin, *loc. cit.*, xl (March-April, 1914), 428; U. S. Navy Department, *Annual Report*, 1898, 386ff.

⁶³ Office of the Secretary of the Navy, General Files, No. 6203-34½, R. B. Bradford to the Secretary of the Navy, March 25, 1898.

⁶⁴ *Ibid.*, 6203-34½, T. Roosevelt to the Chief of the Bureau of Equipment, April 8, 1898; Albert P. Niblack, "Colliers and Coaling Stations," *U. S. Naval Inst. Proc.*, xxx (Sept., 1904), 568; U. S. Navy Department, *Annual Report*, 1898, I, 26-27; Paullin, *loc. cit.* xl (March-April, 1914), 422.

of Santiago on the night of June 3, 1898, by a valiant crew led by Lieut. Richmond P. Hobson in a partially successful effort to bottle up the Spanish fleet in that harbor.⁶⁵ Other supply ships were bought by Admiral George Dewey for use in his voyage from Hongkong to Manila.⁶⁶

For several years there was contention between the Bureau of Equipment and the Bureau of Navigation over the control of the movements of the vessels composing the collier service. Secretary of the Navy John D. Long finally decided the controversy in favor of the Bureau of Navigation.⁶⁷ During the fiscal year 1900-1901, because of the difficulty of securing naval personnel, the Bureau of Navigation successfully put into operation the practice of contracting with merchant captains to supply crews for the colliers. This was not intended to be a permanent policy, but it was continued because of the dislike of the regular naval personnel for such non-combatant service. On January 8, 1904, Capt. Albert Ross was designated Inspector of Colliers with an office at Baltimore, where the coal contract was then let.⁶⁸

In 1905 the collier service was changed to the Naval Auxiliary Service.⁶⁹ At this time the office was moved to New York, to which place the contract for coal had been transferred. The naval officer in charge of the service was designated the Supervisor of Naval Auxiliaries. The service included transports, supply vessels, colliers, and other vessels assigned to it by the department. A subsequent transfer of the headquarters was made to Norfolk. Soon after the outbreak of war with Germany in 1917 the ships of the Naval Auxiliary Service were placed in commission and their personnel were enrolled in the Naval Reserve Force.⁷⁰ In October of that year

⁶⁵ Fred J. Buenzle, "The Collier Merrimac," *U. S. Naval Inst. Proc.*, LXVI (Oct., 1940), 1447-1453.

⁶⁶ W. S. Whitted, "The Old Auxiliary Service," *U. S. Naval Inst. Proc.*, LIV (July, 1928), 594.

⁶⁷ Office of the Secretary of the Navy, General Files, No. 6203-34½, John D. Long's third endorsement to letter of the Bureau of Equipment to the Secretary of the Navy, Sept. 25, 1900, Oct. 3, 1900; Long to the Chief of the Bureau of Navigation, March 27, 1901; U. S. Bureau of Navigation, *Regulations for Navy Colliers*, 1902 (Washington, 1902); U. S. Navy Department, *Annual Report*, 1901, 510.

⁶⁸ Whitted, *loc. cit.*, 594; Office of the Judge Advocate General, Naval Examining Board Record of Albert Ross.

⁶⁹ Whitted, *loc. cit.*, 594; Office of the Secretary of the Navy, General Files, No. 6203-49.

⁷⁰ Office of the Secretary of the Navy, General Files, No. 6203-144, Chief of the Bureau of Navigation to Supervisor of Naval Auxiliaries, April 27, 1917. The personnel of hospital ships were excepted from the call to active service because of the Geneva Convention.

the Supervisor of Naval Auxiliaries was ordered to transfer his headquarters from Norfolk to the Navy Department, Washington, D.C., and to report to the chief of the Bureau of Navigation.⁷¹ After the World War the auxiliary vessels remained in commission in the navy, becoming part of the Naval Transportation Service, which was established on July 3, 1920.⁷² On June 30, 1922, the Navy Department was compelled to place on inactive status the officers of the former auxiliary service, some of whom had served the navy since 1898, because of lack of funds.⁷³

Naval War Board

Since the Navy Department had no general staff for the conduct of the military operations of the navy, it was obliged at the outbreak of the Spanish War in 1898 to create a special strategy board. An outgrowth of an informal advisory board which had existed for some time, the Naval War Board was formed by Secretary of the Navy John D. Long and met daily throughout the war.⁷⁴ Its members were Rear Admiral Montgomery Sicard, Capt. A. S. Crowninshield, chief of the Bureau of Navigation, and Capt. Alfred T. Mahan, the well-known naval historian. The board collected military information, prepared strategical plans of war, and advised the Secretary of the Navy. This board played an important part in the conduct of the war.⁷⁵ It was dissolved upon the conclusion of the war.

General Board

The experience of the Spanish War having indicated the necessity for a permanent war plans body in the Navy Department, Secretary John D. Long established the General Board on March 13, 1900.⁷⁶

⁷¹ *Ibid.*, 6203-157, Acting Secretary F. D. Roosevelt to Rear Admiral Hugo Osterhaus, Supervisor of Naval Auxiliaries, Oct. 3, 1917.

⁷² *Navy Regulations*, 1920, article 1458; Office of the Secretary of the Navy, General Files, No. 3980-1570, Memorandum for Bureaus, April 11, 1920; 28963-836:1, Chief of Naval Operations to Bureaus, July 3, 1920; 28963-836:3 Capt. Charles S. Freeman memorandum for Chief of Naval Operations, July 1, 1920; 5087-219, Office of Ship Movements, Memorandum for the Chief of Naval Operations, June 30, 1921; 3980-1607, Chief of Naval Operations, Memorandum for all Chiefs of Bureaus, Oct. 30, 1920.

⁷³ U. S. Navy Department, *Annual Report*, 1922, 16.

⁷⁴ U. S. Navy Department, *Annual Report*, 1898, II, 33; Jarvis Butler, "The General Board of the Navy," *U. S. Naval Inst. Proc.*, LVI (Aug., 1930), 701.

⁷⁵ Paullin, *loc. cit.*, XL (Jan., 1914), 116-117; W. D. Puleston, *Mahan; the Life and Work of Captain Alfred Thayer Mahan* (New Haven, 1939), 187-201; John D. Long, *The New American Navy* (New York, 1903, 2 vols.), I, 162.

⁷⁶ Navy Department General Order No. 544; Paullin, *loc. cit.*, 118-119; U.S. Navy Department, *Annual Report*, 1903, 5; Richard Wainwright, "The General Board, a Sketch," *U. S. Naval Inst. Proc.*, XLVIII (Feb., 1922), 190; Butler, *loc. cit.*, 701.

Its membership included Admiral George Dewey, as president, Rear Admiral A. S. Crowninshield, chief of the Bureau of Navigation, the Chief Intelligence Officer, the president of the Naval War College, and several line officers. The chief of the Bureau of Navigation functioned as chairman of its executive committee, and in the absence of the president he was to preside. The Bureau of Navigation was to be custodian of the records of the General Board and was to handle its correspondence. Captain Henry Clay Taylor, who later served as chief of the Bureau of Navigation (April 29, 1902, to July 26, 1904), was largely responsible for the creation of the General Board.⁷⁷ The creation of the Joint Army and Navy Board on July 17, 1903, was also due to his efforts. He became one of the first members of this board, which was designed to co-ordinate and promote joint interests of the army and the navy. His death in the summer of 1904 removed one of the foremost advocates of the creation of a general staff in the Navy Department. Ever since its establishment, this board has played an important part in the formulation of American naval policy. With the Naval War College and the Office of Naval Intelligence it performed after a fashion the planning function of a general staff. Upon the establishment of the Aid System in 1909 the chief of the Bureau of Navigation lost his position on the board, but the bureau executed plans of the board when approved by the secretary.⁷⁸

Inspector of Target Practice

Gunnery training like other phases of training was placed under the Bureau of Navigation in 1889, being transferred from the Bureau of Ordnance. Manuals on gunnery prepared under the direction of the Bureau of Navigation were issued in 1893 and 1900, but little improvement was made in marksmanship.

Although two Spanish fleets were destroyed during the Spanish War, our gunnery record was not at all creditable. Examining boards found after the war that the percentage of hits on the Spanish wrecks at Santiago was less than five per cent. Following the war particular attention was given to gunnery training. The Bureau of Ordnance had had charge of gunnery practice, but its duties in connection with

⁷⁷ Wainwright, *loc. cit.*, 191; Henry C. Taylor, "Memorandum on General Staff for the U. S. Navy," *U. S. Naval Inst. Proc.*, xxvi (Sept., 1900), 441-448.

⁷⁸ Office of the Secretary of the Navy, General Files, No. 27325-2:1, p. 34, Swift Board Report.

supplying the navy with modern armament so engrossed its attention that it could not adequately supervise training on vessels at sea.

In 1901 an Inspector of Target Practice was assigned to the Bureau of Navigation to handle all matters pertaining to gunnery practice.⁷⁹ Gunnery schools were established at Washington and Norfolk, and training was given on board ships. Under the direction of Lieut. Commander William S. Sims from 1902 to 1909 our naval gunnery was vastly improved.⁸⁰

Naval Training Stations

The recruiting of men for the navy and the supervision of their training was transferred from the Bureau of Equipment and Recruiting to the Bureau of Navigation in 1889. Men enlisted at naval rendezvous located at the principal seaports were taken on board receiving ships and then transferred to cruising ships for training. Prior to the Spanish War enlisted men were given special training at only the torpedo school at Newport, Rhode Island, and the gun foundry at the Washington navy yard. The training given at the latter place embraced a number of crafts. The technical improvements which had been introduced into naval vessels following the Civil War made it necessary to develop men with special skills.

During the administration of John D. Long as Secretary of the Navy (1897-1902) an electrical school and a school for yeomen were established at the New York navy yard, and an artificers school at the Norfolk navy yard.⁸¹ Another electrical school was established at San Francisco. A school for hospital apprentices was located at the Norfolk Naval Hospital. Since those days the training facilities afforded to enlisted personnel have steadily improved and have constituted an important attraction in obtaining enlistments of youths in the navy.

To meet the increasing demands of the navy for seamen, the Bureau of Navigation undertook the enlistment and training of

⁷⁹ William D. Leahy, Director of Gunnery Exercises and Engineering Performances to Bureau of Navigation, Feb. 4, 1920 (a report in the Office of Naval Records and Library); Office of the Judge Advocate General, Naval Examining Board Record of Albert P. Niblack, Lieut. Commander Niblack was assigned on October 24, and reported on October 26, 1901. U. S. Navy Department, *Annual Report*, 1902, 402.

⁸⁰ Elting V. Morison, *Admiral Sims and the Modern American Navy* (Boston, 1942), 131-147, 235-262.

⁸¹ Long, *op. cit.*, I, 93. A. C. Dillingham, "U. S. Naval Training Service," *U. S. Naval Inst. Proc.*, xxxvi (June, 1910), 36off. Also U. S. Naval Department, *Annual Reports*.

landsmen in 1900.⁸² Recruiting was extended to the interior of the country, and successful use was made of recruiting parties. These young men aged from eighteen to twenty-five were transferred from recruiting stations to receiving ships and then placed upon training ships. After cruises of six to eight months they were sent into the regular service as ordinary seamen.⁸³

The development of training stations like those in use for training apprentices was soon under way. Both the Bureau of Equipment and Recruiting and the Bureau of Navigation had made recommendations for the establishment of permanent barracks on shore for use in training enlisted men.⁸⁴ It was pointed out that the receiving ships or roofed-over hulks were expensive to maintain; that training stations were preferable for reasons of health, sanitation, and hygiene; and that they would provide better facilities for drill and recreation. In 1901 the Bureau of Navigation began to develop the abandoned naval station at Port Royal, South Carolina, as a training station, but Congress failed to make an appropriation and it had to be given up.⁸⁵ The *Franklin* and the *Richmond* were stationed at the Norfolk navy yard, marking the beginning of that shore establishment as a training station.⁸⁶ At the League Island navy yard in Philadelphia other landsmen were quartered on board the *Minneapolis* and the *Puritan*, and use was made of the facilities which had already been established at San Francisco for the apprentices.⁸⁷ Temporary barracks were constructed at Norfolk and Philadelphia for the use of the landsmen.⁸⁸

After several years of operating the apprentice and the landsmen training systems the Navy Department consolidated the two methods of training. A recommendation to this effect was made by the commander-in-chief of the Atlantic Training Squadron, who urged changing the ratings of apprentices and landsmen to apprentice seamen.⁸⁹ An officer writing in the *United States Naval Institute*

⁸² U. S. Navy Department, *Annual Report*, 1900, 451; 1901, 511; J. K. Taussig, "The Enlisted Personnel of the Navy." *U. S. Naval Inst. Proc.*, XLI (Nov.-Dec., 1915), 1782.

⁸³ James H. Reid, "A Naval Training Policy and System," *U. S. Naval Inst. Proc.*, XXIX (March, 1903), 14.

⁸⁴ U. S. Navy Department, *Annual Report*, 1876, 105; 1899, 405.

⁸⁵ *Ibid.*, 1901, 511-12; 1902, 401.

⁸⁶ *Ibid.*, 1902, 401.

⁸⁷ *Ibid.*, 1903, 482.

⁸⁸ *Ibid.*, 1904, 495, 1162.

⁸⁹ Office of the Secretary of the Navy, General Files, No. 17064, Dec. 16, 1903. Secretary of the Navy Moody directed the Bureau of Navigation at this time to prepare and submit to the department a draft of an appropriate executive order.

Proceedings came out strongly for the establishment of a uniform training policy.⁹⁰ On the ground that experience had shown that younger boys could not do the heavy work required of them on board naval vessels, the Bureau of Navigation changed the minimum age for apprentices to sixteen on January 1, 1904.⁹¹ The merging of the apprentice and landsmen training systems was effected at the end of November, 1904.⁹² This order changed the designation of all enlisted men under training for the seaman branch to apprentice seamen and fixed the minimum age for enlistment at seventeen years. Minors enlisted under the age of eighteen were to serve until they reached twenty-one years of age, while those enlisted at eighteen and over were to serve for four years. The order became effective on December 1, 1904.

The training of the apprentice seamen was conducted at the naval training stations at Newport, Norfolk, and San Francisco. In 1905 there were at these places in the order named twelve hundred, six hundred, and sixty apprentice seamen. At Norfolk the station was located on the St. Helena reservation on the Elizabeth River opposite the navy yard. In 1911 the Great Lakes Naval Training Station was opened on the west shore of Lake Michigan thirty-five miles north of Chicago. Originally provided for by an act of Congress approved April 27, 1904, this station had been under construction for several years.

Supervision of the training stations was placed under an officer in the Bureau of Navigation in 1906, thus promoting uniformity in the training and handling of recruits.⁹³ Finger-printing as a means of identification was inaugurated on January 1, 1907.⁹⁴

Naval Districts

Naval defense districts were established in 1902 on the suggestion of Rear Admiral H. C. Taylor, chief of the Bureau of Navigation,

⁹⁰ Reid, *loc. cit.*, 1, 15.

⁹¹ U. S. Navy Department, *Annual Report*, 1905, 376; 1903, 482; 1904, 495; A. C. Dillingham, "Methods Employed at Training Stations for Training Apprentice Seamen for the Fleet," *U. S. Naval Inst. Proc.*, XXXIII (March, 1907), 137.

⁹² By Navy Department General Order No. 178, which communicated an executive order to the naval service; Office of the Secretary of the Navy, General Files No. 17064-2, Secretary of the Navy to the President, Nov. 29, 1904; U. S. Navy Department, *Annual Report*, 1905, 376.

⁹³ U. S. Navy Department, *Annual Report*, 1906, 433. This was probably the beginning of the Enlisted Personnel Division.

⁹⁴ *Ibid.*, 1911, 200.

for the naval defense of the coast. The Bureau of Navigation, which had recommended the division of the coast as a step towards more efficient defense in time of war, was given cognizance and general supervision of matters pertaining to these districts.⁹⁵ The districts created in 1902 were replaced by thirteen naval districts in 1903.⁹⁶ Portions of the sea coast and of the shores of the Great Lakes were assigned at this time to the districts, but definite assignments of states were not made until 1917. An Office of Naval Militia Affairs and Naval Districts was established in the Bureau of Navigation in 1912.⁹⁷

Inspector of Engineering Competitions

The improvement attained in naval marksmanship through the introduction of competitive target practice suggested the employment of a similar system in connection with engineering efficiency. Instructions for the inauguration of yearly competitive steaming tests were issued on June 4, 1909.⁹⁸ The Office of Inspector of Engineering Competitions was established in the Bureau of Navigation in the following month.⁹⁹ Awards of prizes, trophies, and badges were made through this office to the warships displaying the greatest proficiency in the tests. It also prepared compilations showing the results of the competitions. On February 2, 1911, this office was combined with the Office of the Inspector of Target Practice,¹ which had been transferred to the Division of Operations of the Fleet in 1909. The adoption of engineering competitions resulted in more efficient operation of the machinery of naval vessels, an increased steaming radius for the fleet, and economies in the use of coal, oil, and other supplies.

Division of Personnel

The reorganization of the Navy Department effected in 1909 by order of Secretary of the Navy George von L. Meyer divided it into four divisions, as follows: Division of Operations of the Fleet, Division of Personnel, Division of Material, and Division of Inspec-

⁹⁵ U. S. Navy Department, *Annual Report*, 1902, 397; 1903, 494; 1904, 504.

⁹⁶ Navy Department General Order No. 128, May 7, 1903.

⁹⁷ By Navy Department General Order No. 251, Dec. 30, 1912.

⁹⁸ Navy Department General Order No. 26; U. S. Navy Department, *Annual Report*, 1909, 33, 306.

⁹⁹ Office of the Secretary of the Navy, General File, No. 28067, President's Commission on Economy and Efficiency, Form 3a.

¹ *Ibid.*; Office of the Judge Advocate General, Naval Examining Board Record of Leigh C. Palmer, who was the first director.

tions.² Effective on December 1, 1909, this reorganization was a further step towards the creation of a general staff in the Navy Department. For the Bureau of Navigation it meant a marked decline in influence and prestige. Henceforth the Aid for Operations (after 1915 Chief of Naval Operations) was to be the outstanding officer in the Navy Department.

The function of the aids who were in charge of the divisions was to assist and advise the secretary, but they were without supervisory or executive authority. The existing bureaus of the department were distributed among these divisions, the Bureau of Navigation being assigned to the Division of Personnel. At this time the Naval War College, the Office of Naval Intelligence, the Inspector of Target Practice, and control of the movements of ships were transferred to the Division of Operations of the Fleet. In 1914 the Naval Radio Service was also transferred.

As prescribed by Changes in Navy Regulations No. 6, the duties of the Bureau of Navigation were revised as follows:

8A. (1) The duties of the Bureau of Navigation shall comprise the issue, record, and enforcement of the orders of the Secretary to the individual officers of the Navy; the training and education of line officers and enlisted men (except of the hospital corps) at schools and stations and in vessels maintained for that purpose; the supervision and control of the Naval Academy, technical schools for line officers, the apprentice seaman establishments, schools for the technical education of enlisted men, and the Naval Home at Philadelphia, Pa.; the maintenance and repair of the Naval War College; the enlistment, assignment to duty, and discharge of all enlisted persons, and the preparation of estimates for the pay of all officers and enlisted men.

(2) It shall have under its direction all rendezvous and receiving ships, and shall provide transportation for all enlisted persons under its cognizance.

(3) It shall establish the complements of all ships in commission.

(4) It shall keep the records of service of all officers and men, and shall prepare an annual navy register for publication, embodying therein data as to fleets, squadrons, and ships which shall be furnished by the Aid for Operations.

(5) It shall be charged with all matters pertaining to applications for appointments and commissions in the Navy and with the preparation of such appointments and commissions for signature.

(6) It shall be charged with the preparation, revision, and enforce-

² By Changes in Navy Regulations No. 6, Nov. 18, 1909; U. S. Navy Department, *Annual Report*, 1909, 7; M. A. DeWolfe Howe, *George von Lengerke Meyer* (New York, 1920), 467.

ment of all regulations governing uniform, and with the distribution of all orders and regulations of a general or circular character.

(7) Questions of naval discipline, rewards, and punishments will be submitted by this bureau for the action of the Secretary of the Navy. The records of all general courts-martial and courts of inquiry involving the personnel of the Navy shall, before final action, be referred to this bureau for comment as to disciplinary features.

(8) It shall receive and bring to the attention of the Secretary of the Navy all applications from officers for duty or leave.

(9) It shall receive all reports of services performed by individual officers or men.

As a part of Secretary Meyer's reforms, the duties of the Bureau of Equipment were distributed among the other bureaus of the Navy Department in 1910.³ The Hydrographic Office, the Naval Observatory, the Nautical Almanac Office, and the Compass Office were transferred back to the Bureau of Navigation.⁴ The first two offices were placed under the Chief of Naval Operations on April 8, 1942.⁵

Naval Aviation

Although Assistant Secretary of the Navy Theodore Roosevelt had urged the adoption of measures for the promotion of naval aviation as early as 1898, it was not until years later that the navy began turning its attention to the possibilities of the use of airplanes. The Wright brothers of Dayton, Ohio, had been flying power-driven machines of their own invention and construction since 1903, but they had been unable to interest the United States government. In July, 1909, when Orville Wright made a successful trial flight at Fort Myer, Virginia, to meet U. S. Army specifications, two naval

³ The Secretary pointed out that the duties of the bureaus had been extended by an illogical growth so that they were overlapping. He recommended that the Bureau of Equipment be abolished and its duties be distributed among the other bureaus. Cf. *Annual Report*, 1909, 7. Authorization for such a distribution was provided for in an act of Congress of June 24, 1910.

⁴ Effected by Changes in Navy Regulations No. 11, June 27, 1910 (Office of the Secretary of the Navy, General Files, No. 3980-55614), and Departmental Order No. 70, June 30, 1910 (Office of the Secretary of the Navy, General Files, No. 27256-88). Article 8 A (10) of the Changes in Navy Regulations reads as follows concerning the Bureau of Navigation: "It shall have charge of the Hydrographic Office, the Naval Observatory, the Nautical Almanac Office, and Compass Office; all that relates to the supply of ships with Navigational outfits, including instruments, and with the maintenance and repair of the same; the collection of foreign surveys; publication and supply of charts, sailing directions, and nautical works, and the dissemination of nautical, hydrographic, and meteorological information to the Navy and mercantile marine. It shall also have charge of all ocean and lake surveys and ships and libraries; it shall defray the expense of pilotage of all ships in commission." The changes became effective on July 1, 1910.

⁵ Executive Order No. 9126, *Federal Register*, VII, 2753.

officers were present as observers. They made an enthusiastic report, but the navy did not immediately follow the army's lead in purchasing an airplane. A naval officer, Captain Washington I. Chambers, was ordered to the Navy Department in 1910 with instructions to give part of his time to observing progress in aeronautics.⁶ On April 14, 1911, he was assigned to the Bureau of Navigation to devote his entire time to co-ordinating the aeronautical work of the bureaus of the Navy Department.⁷

Captain Chambers succeeded in the next two years in carrying through some significant experiments designed to adapt the airplane to naval purposes. On November 14, 1910, Eugene Ely, a free lance aviator formerly connected with Glenn H. Curtiss, flew a Curtiss machine from a special wooden platform on the *Birmingham* in Chesapeake Bay. A Curtiss airplane was landed by Ely on the *Pennsylvania* on January 18, 1911, off San Francisco. A hydroplane was developed by Curtiss at North Island near San Diego, and in February such a craft was landed by Curtiss alongside the *Pennsylvania* and hoisted aboard by means of a crane. The navy acquired its first airplanes in October, 1911, when two Curtiss planes and one Wright plane were delivered at the naval reservation on the Severn River across from Annapolis, Maryland. Three pilots, Lieutenants Ellyson, Rodgers, and Towers, who had been trained by the manufacturers, took charge of the machines. The following winter was spent at North Island engaging in experiments with a flying boat with Curtiss. On October 12, 1912, Ellyson made a successful catapult launching at the Washington navy yard. Early the next year aircraft participated in the fleet maneuvers off Guantanamo, showing their value for reconnaissance, the detection of submarines and mine fields, and in bombing.

By 1913 naval aviation had demonstrated its usefulness, and it was given a more important position in the Navy Department. In December, 1913, Capt. Mark L. Bristol took charge of an aeronautics office in the Division of Operations.⁸ Captain Chambers remained with him in an advisory capacity.

⁶ Harold B. Miller, *Navy Wings* (New York, 1937), 24.

⁷ *Ibid.*, 85; W. H. Sitz, *A History of U. S. Naval Aviation* (Washington, 1930), 5. Chambers reported for special duty in the Navy Department on December 7, 1909, continuing in that status until April 3, 1911, when he was placed on duty with the General Board until April 14. Cf. Office of the Judge Advocate General, Naval Examining Board Record of Washington I. Chambers.

⁸ Office of the Judge Advocate General, Naval Examining Board Record of Mark L.

Naval Radio Service

Not until some years after the Navy Department had been interested in radio was the administration of naval radio activities placed under the Bureau of Navigation. As early as 1899 some naval officers were assigned under the direction of the Bureau of Equipment to observe and report upon the working of Marconi's system.⁹ The installation of radio sets on ships and at shore stations was begun in 1903. In 1904 the President approved the recommendation of an interdepartmental board that the Navy Department maintain a complete system of radio stations upon the coasts of the United States and its possessions. Within a few years these radio stations were established. Besides being used for sending government messages, they sent weather reports, reports of dangers to navigation, and time signals to ships at sea. In April, 1911, a number of stations were directed to handle commercial messages under certain conditions.

Cognizance of wireless telegraphy was transferred from the Bureau of Equipment to the Bureau of Steam Engineering in 1910, when the duties of the former bureau were distributed among the other bureaus of the Navy Department.

The passage of the act of Congress of August 13, 1912, greatly increased the work of the federal government in connection with radio. This act provided for the opening of shore stations to commercial business, the examination and licensing of all private and commercial apparatus and operators, and brought under federal control the operation of all radio apparatus. Accordingly it was decided to establish an office to administer the naval radio service and the provisions of the foregoing act.¹⁰ The Naval Radio Service was established by Navy Department General Order No. 240 of November 9, 1912, and the Office of Superintendent of Naval Radio Service was located at the radio station in Arlington, Virginia, across the Potomac River from Washington, D.C.¹¹ The superintendent was under the

Bristol, Report on Fitness of Officers, Nov. 11, 1913-March 31, 1914, signed B. A. Fiske, Aid for Operations; Secretary's Files 5087-129, Mark L. Bristol, Annual Report on Aeronautics, Jan. 19, 1916; Bradley A. Fiske, *From Midshipman to Rear-Admiral* (New York, 1919), 539. Admiral Fiske felt that Chambers had been more interested in certain inventions connected with aviation than in developing an aeronautical service, so he secured the appointment of Bristol and gave him half of his desk.

⁹ William H. G. Bullard, "United States Naval Radio Service," *U. S. Naval Inst. Proc.* XL (March-April, 1914), 431.

¹⁰ U. S. Navy Department, *Annual Report*, 1912, 143.

¹¹ *Ibid.*, 450; Naval Radio Service, *Annual Report*, 1912-1913, 3; 1914-1915, 3; U. S. Navy Department, *Annual Report*, 1913, 124.

direction of the Bureau of Navigation. The Bureau of Steam Engineering was relieved of administrative functions in connection with naval radio, but continued to handle technical matters. In the following year forty-nine radio stations were being operated by the navy and several others were under construction. In addition two hundred naval vessels were equipped with radio. During 1914-1915 the government work performed in the Office of Superintendent of Naval Radio Service was under the direct supervision of the assistant superintendent who was also the Atlantic Coast Superintendent of Radio. This position was occupied by a naval officer. The commercial work was in charge of a civilian.

The work of the Naval Radio Service was more logically related to that of the Division of Operations of the Fleet than to the personnel functions performed by the Bureau of Navigation. As a result, the actual operation and supervision of the radio service were gradually transferred to the Division of Operations of the Fleet.¹² This transfer appears to have taken place during 1914-1915.

Division of Naval Militia Affairs

To the Bureau of Navigation, which for years had been interested in the development of a reserve force for the navy,¹³ was transferred in 1912 the administration of the naval militia. Federal interest in the naval militia of the states, which were then being organized and developed, took tangible form in 1891 when an act of Congress appropriated \$25,000 for the extension of federal support.¹⁴ A further act of August 3, 1894, authorized the Navy Department to loan old naval vessels to naval militia for training purposes. During the Spanish War, 4,316 men of the naval militia served with the regular navy, the Auxiliary Naval Force, and the Coast Signal Service.

Administrative matters connected with the naval militia were handled by the Assistant Secretary of the Navy until December 1, 1909, when they were transferred to the Division of Personnel of

¹² Office of the Secretary of the Navy, General File, No. 12479-794:5, Report of Board on Organization U. S. Naval Radio Service, Feb. 20, 1915, p. 62; Naval Examining Board Record of W.H.G. Bullard, contains fitness reports for April 1 to Sept. 30, 1914, and Oct. 1, 1914-March 31, 1915, which are signed by Bradley A. Fiske, the Aid for Operations.

¹³ U. S. Navy Department, *Annual Report*, 1887, 148-149, recommended by the Chief of the Bureau of Navigation, J. G. Walker.

¹⁴ Paullin, *U. S. Naval Inst. Proc.*, xxxix (Dec., 1913), 1507; Albert P. Niblack, "The Naval Militia Movement," *ibid.*, xxi (1895), 779-787.

the Office of the Secretary of the Navy.¹⁵ The Naval Appropriation Act of March 4, 1911, having provided the funds, an Office of Naval Militia came into existence in that division in the same year.¹⁶ Naval militia affairs were placed under the Bureau of Navigation in 1912 in conjunction with naval district matters.¹⁷ Pursuant to an act of Congress of February 16, 1914, which brought the naval militia under federal control, Navy Department General Order No. 93 of April 12, 1914, established the Division of Naval Militia Affairs under the Bureau of Navigation.¹⁸ In May, 1915, the officer in charge of the division was transferred to the Office of the Chief of Naval Operations.¹⁹ Besides naval militia affairs, and naval districts, this officer also had charge of an Office of Naval Reserve, which had been created during 1912-1913.²⁰

Naval Reserve

The efforts of the Bureau of Navigation to secure the establishment of a Naval Reserve resulted in the authorization for the Naval Reserve Force by the act of Congress of August 29, 1916. The Bureau of Navigation was directed by order of the Secretary of the Navy of September 22, 1916, to organize a section of reserves and to incorporate therein the Division of Naval Militia Affairs.²¹ The act of August 29, 1916, also provided for the enrollment of the naval militia in time of war into a force to be known as the National Naval Volunteers.

Upon the mobilization of the naval militia on April 6, 1917, the day that war was declared against Germany, nearly all the militia volunteered for enrollment in the National Naval Volunteers.²²

The federal government then found itself with two organizations, the United States Naval Reserve Force, which was recruited from

¹⁵ Effected by Changes in Navy Regulations No. 6, Nov. 18, 1909.

¹⁶ U. S. Superintendent of Documents, *op. cit.*, 698.

¹⁷ By Navy Department General Order No. 251, Dec. 30, 1912.

¹⁸ U. S. Navy Department, *Annual Report*, 1914, 195-196; 1918, 67; Short, *op. cit.*,

322.

¹⁹ Office of the Judge Advocate General, Naval Examining Board Record of F. B. Bassett, Jr.; Navy Department, *Annual Report*, 1916, 778.

²⁰ U. S. Navy Department, *Annual Report*, 1913, 127-128.

²¹ Office of the Secretary of the Navy, General Files, No. 3973-164, L. C. Palmer, chief of the Bureau of Navigation to the Chief of Naval Operations, August 25, 1916; No. 3973-168, W. S. Benson, chief of Naval Operations to the Chief of the Bureau of Navigation, Sept. 16, 1916; No. 3973-164, Josephus Daniels to the Chief of the Bureau of Navigation, Sept. 22, 1916.

²² U. S. Navy Department, *Annual Report*, 1917, 25.

ex-service men and the merchant marine, and the National Naval Volunteers, which was composed of the former naval militia of the states, both maintained for the purpose of reinforcing the navy in time of war. To prevent the duplication of effort and the double overhead of cost and personnel for training, it was determined to work out a plan of amalgamation. This was done in co-operation with the officers of the former naval militia, and an act of Congress was approved on July 1, 1918, repealing all laws relating to the naval militia and the National Naval Volunteers and transferring the personnel of the latter to the United States Naval Reserve Force.²³ Thus 17,000 men and 785 officers were added to the Naval Reserve Force. By the same act the Division of Naval Militia Affairs was discontinued; its clerical force and the office expense provided for it were transferred to the Bureau of Navigation. In this bureau the Naval Reserve Force Division was organized in September, 1919.²⁴ The designation of Naval Reserve Force was changed to the Naval Reserve by the act of February 28, 1925, and the division in the Bureau of Navigation became the Naval Reserve Personnel Division, the title of which was shortened about 1934 to Naval Reserve Division. This act provided for the appointment of communication officers and resulted in the formation of the Naval Communication Reserve.²⁵ In 1932 Naval Reserve Educational Centers were established at New York, Washington, New Orleans, and San Francisco to promote the instruction of Naval Reserve officers.²⁶ In June, 1941, the Naval Reserves were placed on active duty soon after the President had declared an unlimited national emergency.

Naval Reserve Officers' Training Corps

An additional reserve for the navy was established pursuant to the act of March 4, 1925, which provided for a Naval Reserve Officers' Training Corps similar to the Army R.O.T.C. authorized by the National Defense Act of June 3, 1916.²⁷ The object was to

²³ *Ibid.*, 1918, 71; 1920, 565; 40 *U. S. Statutes at Large*, 708, 712.

²⁴ Short, *op. cit.*, 325; U. S. Navy Department, *Annual Report*, 1920, 561; *U. S. Navy Directory*, Oct. 1, 1919, 247.

²⁵ Dean Brooks, "The Naval Communication Reserve," *U. S. Naval Inst. Proc.*, LXIV (March, 1938), 350-354.

²⁶ Edward B. Arroyo, "Naval Reserve Educational Centers," *U. S. Naval Inst. Proc.*, LXII (June, 1936), 832.

²⁷ C. W. Nimitz, "The Naval Reserve Officers' Training Corps," *U. S. Naval Inst. Proc.*, LIV (June, 1928), 441.

provide instruction at civil educational institutions to qualify selected students for appointments in the Naval Reserve. Funds having become available, four year courses in naval science and tactics were inaugurated at the following universities in the fall of 1926: California, Washington, Harvard, Yale, Northwestern, and Georgia School of Technology. The administration of these units was placed under the Training Division of the Bureau of Navigation. Legislation enacted February 27, 1936, provided for the appointment of a limited number of Naval R.O.T.C. students to the Naval Academy. This program has been considerably expanded within the past several years by the establishment of Naval R.O.T.C. units at numerous other universities.

Office of the Chief of Naval Operations

Under Secretary of the Navy Josephus Daniels, who succeeded Meyer in 1913, the divisions established by the latter disappeared because of Daniels' dislike of being dominated by the military element in the department. A new chief of the Bureau of Navigation was appointed by Secretary Daniels soon after he entered office.²⁸ He got rid of the Aid for Personnel by ordering him to sea without relief. Personnel matters were thus again placed entirely under the Bureau of Navigation. The Aid for Operations was retained because Admiral George Dewey, president of the General Board, prevailed upon Daniels to retain him.

The movement for a general staff in the Navy Department, which continued after the department failed to secure the legalization of the aid system culminated in the creation of the Office of the Chief of Naval Operations by act of Congress of March 3, 1915. The offices which had been transferred from the Bureau of Navigation to the Division of Operations of the Fleet in 1909 and the Naval Radio Service, were placed under the Chief of Naval Operations, who took office on May 11, 1915. The Division of Naval Militia Affairs was transferred in May from the Bureau of Navigation to the Office of the Chief of Naval Operations and with it the administration of Naval district matters.

The Navy Regulations (1917) issued by the Secretary of the Navy after the passage of the act prescribed as follows:

131. (1) The duties of the Bureau of Navigation shall comprise the

²⁸ This was Rear Admiral Victor Blue who served from March 26, 1913, to August 10, 1916.

issue, record, and enforcement of the orders of the Secretary to the individual officers of the Navy; the training and education of line officers and of enlisted men (except of the Hospital Corps) at schools and stations and in vessels maintained for that purpose; the upkeep and operation of the Naval Academy, of technical schools for line officers, of the apprentice-seaman establishments, of schools for the technical education of enlisted men, and of the Naval Home at Philadelphia, Pa.; the upkeep and the payment of the operating expenses of the Naval War College; the enlistment, assignment to duty, and discharge of all enlisted persons; it shall have under its direction the Division of Naval Militia Affairs, the National Naval Volunteers, and the Naval Reserve Forces, and shall provide for the mobilization of all these reserves.

(2) It shall have under its direction all rendezvous and receiving ships, and shall provide transportation for all enlisted persons under its cognizance.

(3) It shall establish the complements of all ships in commission.

(4) It shall keep the records of service of all officers and men, and shall prepare an annual Navy register for publication, embodying therein data as to fleets, squadrons, and ships which shall be furnished by the Chief of Naval Operations. To the end that it may be able to carry out the provisions of this paragraph, all communications to or from ships in commission relating to the personnel of such ships shall be forwarded through this bureau, whatever their origin.

(5) It shall be charged with all matters pertaining to application for appointments and commissions in the Navy and with the preparation of such appointments and commissions for signature.

(6) It shall be charged with the preparation, revision, and enforcement of all regulations governing uniform, and with the distribution of all orders and regulations of a general or circular character.

(7) Questions of naval discipline, rewards, and punishments shall be submitted by this bureau for the action of the Secretary of the Navy. The records of all general courts-martial and courts of inquiry involving the personnel of the Navy shall, before final action, be referred to this bureau for comment as to disciplinary features.

(8) It shall receive and bring to the attention of the Secretary of the Navy all applications from officers for duty or leave.

(9) It shall receive all reports of services performed by individual officers or men.

(10) It shall be charged with the enforcement of regulations and instructions regarding naval ceremonies and naval etiquette.

(11) It shall be charged with the upkeep and operation of the Hydrographic Office, the Naval Observatory, Nautical Almanac, and Compass Offices; with all that relates to the supply of ships with navigational outfits, including instruments, and with the maintenance and repair of same; with the collection of foreign surveys; and with the publication and supply of charts, sailing directions, and nautical works, and the dissemination of nautical, hydrographic, and meteorological information to the

Navy and mercantile marine. It shall also have charge of all ocean and lake surveys and ships' and crews' libraries; it shall defray the expenses of pilotage of all ships in commission.

Navy Mobilization Service

An enormous expansion of naval personnel took place during the first World War. The Naval Appropriations Act of August 29, 1916, authorized the expenditure of over \$313,000,000 for naval construction, more than twice any previous appropriation, and the increase of the enlisted personnel from 50,500 to 74,700. At the outbreak of war on April 6, 1917, the naval personnel included: officers—4366 regular Navy, 877 Naval Reserve Force, 633 Coast Guard, and 813 National Naval Volunteers; enlisted personnel—Regular Navy 64,680, Naval Reserve Force 1109, Coast Guard 3478, and Naval Militia 12,000.²⁹ In January, 1917, there were 176 naval vessels in commission.³⁰

Most of the additional personnel needed for the war-time navy were obtained through recruiting. The country was divided into four recruiting divisions as follows: Eastern Division with headquarters at New York; Central Division with headquarters at Kansas City; Western Division with headquarters at San Francisco, and the Southern Division with headquarters at New Orleans.³¹ These headquarters opened 78, 50, 34, and 31 recruiting stations, respectively. Recruiting ceased on August 8, 1918, when enlistments and enrollments were suspended. An act of Congress approved August 31, 1918, extended selective service to the navy, and arrangements were made with the War Department to obtain men through the draft.³² To handle the induction of these men, a Navy Mobilization Service was organized. Fifteen of the former main recruiting stations were designated as main mobilization stations, and the remaining thirty-five as sub-mobilization stations, while 240 sub-recruiting stations were closed. There was so much congestion at training stations and camps, and so many reservists waiting for call to active duty, that the calling of men under the new system was deferred, and as a result only 12,493 men were obtained under the selective service law. In early December, 1918, voluntary enlistments again

²⁹ U. S. Navy Department, *Annual Report*, 1916, 1-2; 1919, 363.

³⁰ *Ibid.*, 1918, 433.

³¹ *U. S. Naval Inst. Proc.*, XLIII (March, 1917), 589.

³² U. S. Navy Department, *Annual Report*, 1919, 381.

became the practice, and the Navy Mobilization Service was abolished. The recruiting service was thereupon re-established. It has been administered since by the Recruiting Division, which has been at times a separate division (about 1920-1929) and at other times a section in the Enlisted Personnel Division.

Training Division

The administration of the training during the World War of the enlisted personnel was placed in charge of the Training Division in the Bureau of Navigation. The first officer at the head of this division was Capt. Ernest L. Bennett, who reported for duty on April 19, 1917.³³ Throughout the war he superintended the huge task of providing training facilities and running them. At the opening of the war there were four permanent training stations at Newport, Norfolk, Great Lakes, and San Francisco with a total capacity of 6,000 enlisted men.³⁴ These stations were expanded eight-fold; temporary stations or barracks were constructed at Mare Island, Puget Sound, New Orleans, Charleston, Philadelphia, Brooklyn, Boston, Portsmouth and Gulfport, Mississippi; and others for the Naval Reserve Force at Boston, Bumkin Island, Newport, Pelham Bay, Cape May, Key West, San Pedro, and Seattle. Facilities at San Francisco and Pensacola were also utilized. A vast naval operating base was established at Hampton Roads, Virginia, which was to become the principal rendezvous for the fleet on the Atlantic coast. The facilities at the base included a large training station. The Training Division also had responsibility for training and instructing enlisted men for examination for commissions. It had charge of training on district vessels, at special schools, at naval rifle ranges, and of the naval units of the Students' Army Training Corps.

The Training Division continued to form a part of the Bureau of Navigation after the war. From 1919 to about 1923 it was a section in the Enlisted Personnel Division. In later years it was separate and again it was under the Enlisted Personnel Division.

Chaplains Division

Chaplains had been provided for the navy since its beginning.

³³ U. S. Navy Department, Historical Section, *History of the Training Division, Bureau of Navigation*, by Ernest L. Bennett and Lewis P. Clephane (Washington, 1920. MS in office of Naval Records and Library); Office of the Judge Advocate General, *Naval Examining Board Record of Ernest L. Bennett*.

³⁴ U. S. Navy Department, *Annual Report*, 1917, 22, 433.

Besides conducting divine services, they served as schoolmasters. The number in the service was small prior to the World War; the total of twenty-four provided for in 1842 was not increased until 1914. At the outbreak of the war there were fifty-nine and at its close 199. During 1917 when the Chaplains Corps was undergoing a rapid expansion, the need for central administration was met by assigning a chaplain of many years' experience, Capt. John Brown Frazier, as the first chief of the Chaplains Division in the Bureau of Navigation.³⁵ He had charge of the selection of candidates proposed by the Federal Council of Churches in America representing the Protestant denominations and the Chaplains Bureau of the Catholic Church and general supervision of the Chaplains Corps. Immediately upon the conclusion of the war more than half of the chaplains resigned, leaving an insufficient number in the service. In 1934 the Navy Department Board on Reorganization recommended a strength of seventy-six for the corps, and as a result the eighty which were then in service were gradually reduced.

Demobilization

Upon the conclusion of the World War the Bureau of Navigation undertook the considerable task of demobilizing the personnel of the navy, which then comprised over half a million enlisted men and over ten thousand officers. Not until January 1, 1918, did the navy offer the choice of enlistment for the duration of the war, and only forty-five thousand men were so enlisted. The laws were such that honorable discharges, which were necessary in order to be eligible for the benefits which Congress intended to enact for service men, could be given only to men who completed their terms of enlistment.³⁶ The country clamored for the release of the men, however, and the Bureau of Navigation was compelled to allow them to go as rapidly as possible. Beginning in November, 1918, successive orders were issued for the release of men and by the end of July, 1919, 57,000 regular Navy men and 230,000 reserves had been let go.

At first the discharged and released men were given their papers at a few ports chiefly on the Atlantic coast, but it became necessary

³⁵ U. S. Navy Department, *Annual Report*, 1918, 131, 388; 1919, 388; 1920, 120; Edward A. Duff, *The Chaplain Corps, U. S. Navy* (n.p., 1936), 13. Frazier began serving in this post on November 3, 1917, Cf. Office of the Judge Advocate General, Naval Examining Board Record of John B. Frazier.

³⁶ U. S. Navy Department, *Annual Report*, 1918, 375-376.

to establish demobilization stations in the interior of the country. Prior to the passage of the act of February 28, 1919, the Bureau of Navigation had no money with which to supply men with travel funds for transportation to their homes. At New York, where many men had become stranded, a transportation office was established to furnish them with funds. Experience showed that the cash travel allowance was frequently spent for something else. On April 1, 1919, the plan was adopted of transferring men to demobilization stations close to their homes. These stations were opened at Pittsburgh, Atlanta, Minneapolis, St. Louis, Dallas, Denver, and Salt Lake City, operating under the jurisdiction of the recruiting officer in those cities. This plan of demobilization worked very successfully.

Sixth Division

The accomplishments of the Commission on Training Camp Activities and other organizations during the World War and the period of demobilization brought about the creation of the Sixth Division (Morale Division) in the Bureau of Navigation in 1919.³⁷ Prior to that time there had been no central agency in the Navy Department for handling matters pertaining to the comfort, entertainment, and recreation of men in the naval service, and as a result the navy was not up to the practices being followed in business. The Moral Division, as it came to be called in 1921, was composed of sections on the following activities: organization of communities, service, religious, recreation, education, dramatic entertainments, motion pictures, athletics, travel, lectures, and social hygiene. Aids for morale were assigned to shore stations and ships to carry on this work. It was transferred in 1923 to the Training Division, and the Sixth Division was discontinued.³⁸

Aviation Division

To supply our naval aviation forces with meteorological information, a naval aerological service was established early in 1918.³⁹ The

³⁷ U. S. Navy Department, *Annual Report*, 1919, 386, 94; 1920, 556-557; Information from the Navy Department.

³⁸ U. S. Navy Directory, March 1, 1923, 162; May 1, 1923, 164. Capt. C. R. Train, who had been chief of the Morale Division, became chief of the Training Division in which a Morale Section was established.

³⁹ Frederick J. Nelson, "The History of Aerology in the Navy," *U. S. Naval Inst. Proc.*, LX (April, 1934), 523; F. J. O'Brien, "The Navy's Part in Modern Aerological Developments," *U. S. Naval Inst. Proc.*, LXI (March, 1935), 386.

function of purchasing aeronautical instruments was assigned to the Naval Observatory because of its experience with scientific instruments, its trained personnel, and its facilities. This work expanded so rapidly during the World War that a Department of Aeronautical Instruments was established in the Naval Observatory to have charge of it.

As a result of the adoption of the policy of merging aviation activities with other naval activities, the Aviation Division of Naval Operations was abolished on August 7, 1919, and its duties distributed. To the Bureau of Navigation were assigned the training and detail of personnel, photography, training of pigeons, aerography, and navigation instruments for aircraft.⁴⁰ To assure the proper development of the pigeon work, photography, and aerology, the Bureau of Navigation placed Lieut. Commander R. M. Griffin in charge of the Aviation—Navigation and Photographic Division on October 7, 1919.⁴¹ This division, the name of which was soon shortened to Aviation Division, provided merely for the supply and upkeep of pigeons; their operations at air stations were handled by the Naval Communications Service of the Office of the Chief of Naval Operations to which a pigeon officer and the pigeon records were attached.

Upon the establishment of the Bureau of Aeronautics on September 1, 1921, to administer all naval aviation activities, cognizance of aerial photography and aerology were transferred to the bureau.⁴² Lieut. Commander Griffin was also transferred. The Naval Observatory continued to furnish navigation and aerological instruments to the Bureau of Aeronautics until 1927, when the bureau took over this activity.

Navy Motion Picture Exchange

Efforts to procure satisfactory motion picture service by contracts having proved unsuccessful, the Navy Motion Picture Exchange was organized at New York under the Bureau of Navigation in April, 1920.⁴³ Sub-exchanges were established in a number of naval districts and at outlying stations.

⁴⁰ Bureau of Aeronautics, General Files, 602-4, Inter-office memorandum No. 11, Chief of Naval Operations, Aug. 1, 1919; Memorandum, W. S. Benson, Aug. 7, 1919.

⁴¹ *Ibid.*, 3084-2:1, Chief of the Bureau of Navigation to the Chief of Naval Operations, Oct. 23, 1919; Nelson, *loc. cit.*, 525.

⁴² *Ibid.*, Circular letter No. 1, W. A. Moffett, Aug. 16, 1921; 602-4, Memorandum for Director of Naval Communications, Sept. 1, 1921; Memorandum from Flight Division to the Chief of Bureau of Aeronautics, Oct. 18, 1921.

⁴³ U. S. Navy Department, *Annual Report*, 1920, 560; 1921, 32.

Mail and File Division

In April, 1920, the Mail and File Division was established in charge of Lieut. Commander W. D. Chandler, Jr., who had previously had charge of the mail room.⁴⁴ The function of this division was to handle the bureau's mail and to file its records.

Naval Training Stations

Important developments in relation to naval training stations took place after the World War. The temporary stations constructed during the war were demobilized, and operations at the permanent stations were reduced. The training station at the Norfolk Naval Base, Hampton Roads, Virginia, displaced the old station at the Norfolk Navy Yard on Elizabeth River.

The division of the American fleet in the summer of 1919 into the Atlantic Fleet and the Pacific Fleet necessitated the development of bases on the Pacific Coast. An act of Congress approved July 11, 1919, authorized the Secretary of the Navy to accept donations of land on San Diego Bay four and one-half miles north of the city of San Diego, California, for naval purposes. The appropriation act for the fiscal year 1921 provided a million dollars for the erection of a permanent training station at San Diego.⁴⁵ The development of this site as a naval base corresponding to that at Hampton Roads on the Atlantic Coast was undertaken, and by 1920 a number of facilities were in operation. When the training station was completed in 1923, it displaced the old station at San Francisco. Together with the Newport and Great Lakes Naval Training Stations the stations at Hampton Roads and San Diego have continued in operation to the present day.⁴⁶

The National Archives

HENRY P. BEERS

⁴⁴ *U. S. Navy Directory*, April 1, 1920, 196; May 1, 1920, 192.

⁴⁵ U. S. Navy Department, *Annual Report*, 1920, 549.

⁴⁶ The writer wishes to acknowledge his indebtedness to Rear Admiral Adolphus Staton, U.S.N. (ret.), and to Captain Dudley W. Knox, U.S.N. (ret.), for reading the manuscript of this article. The writer alone is responsible for all statements.

REVIEWS OF BOOKS

EDWARD F. ROWSE, Editor
The National Archives, Washington, D.C.

The United States Government as Publisher, by LeRoy Charles Merritt.
The University of Chicago Studies in Library Science. (Chicago. University of Chicago Press, 1943. Pp. 179.)

The stated objectives of this study of the publishing activities of the United States government are threefold: (1) an analysis by subject—"to discover the scope of the subject content" and to "trace the trend of subject emphasis . . . since the turn of the century"; (2) an analysis by function—to examine "the trend in the purpose for which government publications are issued"; and (3) an analysis by departments—to note the "trend in quantitative output of the several government departments." Consequently, the major portion of the book appears in the form of tables and graphs, together with the necessary interpretation, based on a review of the publications issued by the several departments and agencies as listed in the *Monthly Catalog United States Public Documents* for the period 1899 to 1940, and presented in accordance with an established sampling procedure.

Like all who work with government publications, the author has yet to find an adequate definition for "government documents." Likewise, the lack of a satisfactory definition for those publications which are created by processes other than printing is pointed out, but with these handicaps acknowledged, the author presents in tangible form the movements in government publishing from the standpoint of agency of origin, purpose of publication, and subject matter, one chapter each being devoted to these three analyses. Certain marked trends are in evidence as a result of each analysis, which are carefully pointed out in the interpretation of the statistics. It is recognized that additional conclusions may be drawn from the facts as set forth.

The author's conclusion that still more government reorganization is necessary to avoid much present duplication and confusion will receive the hearty approval of many government critics. Furthermore, the despairing cry of innumerable scholars that government-sponsored research studies never see the light of print but remain buried in inactive departmental files finds justification in this study.

Another significant trend noted, and one which has a direct bearing on archival work, is the officially sponsored policy of reducing the number and size of administrative reports, resulting in the availability of complete department and bureau reports in typewritten form only in the files of the respective departments and agencies. Such a trend is not good administrative procedure, nor does it carry out the democratic principles upon which our government was formed.

In the section devoted to the departmental analysis of publications, all independent establishments are treated as a single agency, being compared with each of the ten executive departments, the legislative branch, and the judiciary of Washington. This grouping is somewhat disconcerting at times, especially in view of the present size and significance of some of the agencies falling within this group, although an attempt at breaking these independent agencies down into several groups would, perhaps, have made the study unwieldy. It is recognized, moreover, that the resulting inability on the part of the reader to visualize the distinctive activities and contributions of these component agencies as such is somewhat compensated for by the interpretative remarks concerning the trends discovered by the author in the course of his survey of publications but which could not be revealed through the tables and graphs.

The repetition of material in more than one chapter has tended also to disrupt the forward movement, too much having been presented in the introduction which logically belongs with the presentation of the facts. The work, however seems to have been carefully done, with the evidence presented in a form readily available for further individual study and interpretation.

Most of the findings are not new to those concerned with documents and their problems, but the author has brought the facts together in statistical form, and it is to be hoped that this study will give additional impetus to the movement to remedy many of the unfortunate practices of the United States government as publisher.

ELEANOR ROSS

The National Archives

The Chicago Public Library, Origins and Backgrounds, by Gwladys Spencer.

The University of Chicago Studies in Library Science. (Chicago. University of Chicago Press, 1943. Pp. xvii and 473.)

Miss Spencer undertakes to write against a wide historical background the history of the Chicago Public Library. Beginning with the assumption that most people believe the Chicago Public Library originated in a gift of the English people after the fire of 1871, she sets about to find deeper origins for it. She sketches the pioneer Chicago community to show that it was one from which culture, art, and reading were not remote; she traces the establishment of the small co-operative public libraries that tended to spring up in all progressive pioneer communities. On the eve of the fire of 1871, she actually shows two rival libraries, that of the Chicago Library Association and the YMCA. She shows that a free public library was under agitation before the fire of October 9, 1871. She deals briefly with other specialized libraries such as that of the Chicago Historical Society, the Chicago Academy of Science, and the Chicago Law Institute. She even considers in considerable detail the private libraries of I. N. Arnold and others.

For further background, she seeks out the history of libraries in Illinois

from the beginning, including early legislation upon the subject, in college, normal school, and university libraries. She has, therefore, exhausted considerably more than half of her volume before she is ready to deal with the post-fire development of the library. She goes into detail upon the English offering and traces carefully the parallel development of the State Library Act of 1872. In dealing with the use of that authorization by Chicago, she finds it necessary to trace the governmental history of Chicago itself from the beginning as a preliminary to considering the actual inception of the Chicago Public Library as it exists today.

This is, as may be perceived, a somewhat unusual library history. In fact, Miss Spencer's book is rather a history of culture in Illinois with special reference to Chicago than it is a special history of an institution. The mode of approach is different but it is none the less interesting and readable.

THEODORE C. PEASE

University of Illinois

Rapport de l'Archiviste de la Province de Québec pour 1941-1942. (Quebec. Redempti Paradis, 1942. Pp. 575.)

This report of the archivist, the twenty-second of the series and like the great majority of the documents of the province, is published in French. It follows the usual model of Canadian archival reports in being devoted largely to selections from the historical archives of the province while the administrative report is embodied in the letter of transmittal from the archivist to the provincial secretary. In the present report, there are brief comments about the collections acquired and the inventories published during the year. A list of the principal gifts, with their donors, immediately follows the administrative report.

The first selection is "L'Aveu et Denombrement de Montreal" taken in 1731. This is a list of the holdings of land in Montreal together with the name of the owner and a brief description of the property. This detailed description is indexed and is also accompanied by a map drawn by Chaussegros de Lery. Both list and map are preserved in the Provincial Archives. This is followed by the third part of the inventory of documents concerning the church in Canada under the French regime, edited by the late Abbe Ivanhoe Caron (the first part is published in the *Report* of the archivist for 1939-1940, and the second in that for 1940-1941). The next is an account of a visit to the Gaspé Coast, by the Reverend G. J. Mountain, archdeacon of Lower Canada in 1824. This is published in English, as it was written in that language. The last selection is an inventory of the letters of Mgr. Jean Jacques Lartigue, vicar-general of Quebec and bishop suffragan of Montreal from 1819 to 1826, also by the late Abbe Caron. The report is made more valuable to historical scholars by an index.

This report is the first prepared under the direction of M. Antoine Roy, second archivist of the province. The first archivist, Pierre-Georges Roy, retired in 1941.

EDWARD F. ROWSE

The National Archives

Check List of Historical Records Survey Publications. WPA Technical Series, Research and Records Bibliography No. 7, revised April, 1943. Federal Works Agency, Work Projects Administration, Division of Service Projects, Washington, D.C. Prepared by Sargent B. Child and Dorothy P. Holmes, with assistance in checking and arranging by Cyril E. Paquin. (Mimeographed, 110 p.)

This "final" listing of Historical Records Survey publications, 1936-1943, supersedes WPA *Research and Records Bibliography* No. 4, issued September 12, 1940, revised and reissued September 1, 1941. It contains lists of the published *Inventories of Federal Archives in the States*, and of the series of state, county, and municipal records inventories which have been published. Other types of publications listed include transcriptions of public archives, guides to vital statistics, inventories and directories of church archives, calendars and inventories of manuscript collections, American imprints inventories, including indexes to certain newspaper files, American portrait inventories, guides to civilian organizations, ship registers and enrolments of certain ports, and a miscellaneous series.

The volume also contains a list of the local records microfilmed under the direction of the Historical Records Survey, which does not include other microfilming work of the WPA.

The results of the Historical Records Survey's work thus presented are very impressive and should be of the greatest value to historians, saving their time and pointing the way to sources which otherwise would be buried in an undifferentiated mass. Librarians will be able to use this key to a vast amount of information of practical value to individuals, groups, and government entities. The real extent of the survey's work can only be realized from the statement in the preface, that the volume of the material gathered by the survey, which was in various stages of completion when it had to be discontinued, is "estimated to be eight or ten times greater than the volume of material represented by the publications listed in this final check list."

This unpublished material is not listed, but a list of depositories of unpublished material is given in the appendix, which however fails to mention the National Archives as depository for the unpublished materials of the Survey of Federal Archives in the States. A list of the libraries which have sets of the published inventories would have been very useful. The user of this list, if not so fortunate as to find listed here the particular inventory he needs, should not

assume that it does not exist. A check made by Miss Frances Bourne of the National Archives has shown that certain published inventories which are on the shelves there were omitted from this list, probably by an editorial slip, including the whole series of Inventories of Federal Archives for Maine, and several Inventories of County Archives for Wisconsin. The Maine inventories appeared in the earlier list (No. 4). But even if an unlisted inventory which may be desired has not been published, it will in many cases be possible to locate it in an unpublished state at the appropriate archival depository.

It is to be hoped that, while this list may be regarded as, in the main, definitive for the present suspended state of survey work on historical records, it will be anything but "final" in the developments that may grow out of it.

GEORGE C. REEVES

NEWS NOTES

KARL L. TREVER, Editor

The National Archives, Washington, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

Tentative plans are being made for the annual meeting of the Society at Princeton, New Jersey, in November. The program committee consists of W. Neil Franklin, the National Archives, chairman, Clifford Lord, New York State Historical Association, Edgar B. Nixon, Franklin D. Roosevelt Library, Morris L. Radoff, Maryland Hall of Records, Jacob Hodnefield, Minnesota War History Commission, and James E. Downes, New Jersey State Library. The program is to revolve around the theme of war and post war records administration.

The Society's Membership Committee now has as members Philip C. Brooks, chairman, Suda L. Bane, C. Kenneth Blood, John Clement, and Mary E. Givens. Capt. Victor Gondos, Jr., has been appointed chairman of the Committee on Archival Buildings.

THE NATIONAL ARCHIVES

In response to the continued demand for information about agencies of the first World War, whose records for the most part are in the National Archives, a *Handbook of Federal World War Agencies and Their Records, 1917-1921*, has just been published. This 666-page volume, reproduced by photo-offset, contains descriptions of the organization, functions, and records of over 2,300 agencies of the federal government that contributed to the participation of the United States in the war or handled reconstruction problems. In addition there are articles on some sixty international bodies in which the United States was represented. Bibliographical references for the most important agencies are included and there is also a select general bibliography. Cloth-bound copies of the *Handbook* are on sale at the Government Printing Office.

A new National Archives *Bulletin*, No. 5, *The Repair and Preservation of Records*, has just been issued. It is designed to meet the need of archivists and custodians of manuscripts for a practical handbook based on the most recent scientific investigations in the field of records preservation. Equipment and techniques, particularly those employed at the National Archives, are described in detail. Another recent publication is a *Preliminary Inventory of the Records of the United States Food Administration, 1917-1920*, Part 1, *The Headquarters Organization*.

A field office of the National Archives has been opened in Chicago, Illinois, for the purpose of assisting federal agencies in that region with their records

administration problems. Gaston L. Litton, who has served as a field representative in New York City, will have charge of the work in Chicago.

Research at the National Archives has led to the development of a new method of preserving the print of newspapers by lamination. Sheets of cellulose acetate foil are placed as usual in lamination on top and beneath the newspaper to be treated. Enough heat is applied to cause the ink to penetrate the foil but not enough to melt the foil as in regular lamination. When cool the foil is peeled off; the printing adheres to it but the paper does not. This foil is then laminated to high-grade white paper, and the wood-pulp newsprint, which discolors with age or exposure to light, is thus eliminated.

Alfred Manes, professor of insurance research in the School of Business of the University of Indiana, has received a temporary appointment as consultant to the National Archives on insurance records. He will examine and report on the records of enemy insurance companies seized during the first World War by the Office of the Alien Property Custodian and now in the National Archives with a view to assisting in determining which of them have sufficient value to warrant their preservation. Dr. Manes, for many years general secretary and director of the German Association for Insurance Research, professor at the Berlin University of Commerce and the University of Berlin, and writer on insurance, social legislation, and public finance, is an outstanding authority on insurance history and records. Three field consultants of the National Archives have also been appointed: Christopher Crittenden of the North Carolina Department of Archives and History, Leon de Valinger of the Delaware Public Archives Commission, and Margaret C. Norton of the Archives Department of the Illinois State Library. They will keep the National Archives informed on problems relating to federal records in their regions and will undertake particular projects upon assignment.

The bill revising existing procedure governing the disposal of certain records of the United States Government, mentioned in the July issue, became a law on July 7, 1943 (Public No. 115, 78th Congress). A significant feature of the new legislation is that, under the provisions relating to the preparation, submission, and approval of disposal schedules, agencies may be granted continuing authority to dispose of, after the lapse of specified periods of time, future accumulations of records of a specified form or character that apparently will not, after the lapse of the period specified have sufficient value to warrant their further preservation by the government. Thus the necessity of repeatedly listing such records year after year can be eliminated.

Members of the National Archives staff who have recently been detailed or transferred to do records administration, war history, or research work in other government agencies include Robert Bahmer, chief of the Division of Navy Department Archives, to the War Department, Percy S. Flippin, chief of the former Division of Independent Agencies Archives, to the Justice Department, and Harold Larson, of the Division of Interior Department Arch-

ives, to the War Department. Among members of the staff who have recently entered the armed services are Edward G. Campbell, Don Cook, W. W. Henderson, and Buford Rowland. Stuart Portner, a former member of the staff, and more recently archivist of the War Relocation Authority, has been appointed to take Mr. Campbell's place as chief of the Division of War Department Archives.

THE FRANKLIN D. ROOSEVELT LIBRARY

The library has recently received from the President additional sections of his White House files for the period 1933 to 1942. They consist mainly of letters, reports, memoranda, and other documents relating to the administration of government agencies and to the relations of the government with business, industry, and agriculture. The material dealing with government agencies includes correspondence and reports on the operation, policies, and personnel of the Public Works Administration, the Civilian Conservation Corps, the Federal Emergency Relief Administration, the Reconstruction Finance Corporation, the Work Projects Administration, and the National Youth Administration. The sections dealing with business, industry, and agriculture contain materials on the bank holiday of 1933, bank deposit insurance, the need for revision of statutes governing bankruptcy, the regulation of advertising, the control of public utilities, the establishment of the National Recovery Administration code for coal, labor unrest in the coal-producing areas, the passage of the Guffey Coal Act, the regulation of public transportation, the development of public power and irrigation projects, and the production of cotton and sugar under the Agricultural Adjustment Act.

The material received also includes some correspondence on topics related to national defense (none, however, later than 1941), such as the protection of military and naval installations, the army and navy aircraft-building program, the encouragement of army recruiting, the organization of civilian defense, and the problems of small business in connection with the defense program. Other files deal with the Nye investigation of munitions manufacturers, the export of munitions to Japan, American trade policy with reference to Japan, the boycott of German-made goods, the German refugee problem, and the activity of the Bund in the United States.

Sections of the President's personal files received contain letters that accompanied gifts sent to him, communications received by him in response to his radio addresses of December 8, 1941, and January 6, February 23, April 28, and September 3, 1942; and a small number of letters addressed to him by Frenchmen and other Europeans in France during the first year of the German occupation of that country.

Mrs. Roosevelt presented the library with about a thousand letters received by her from British citizens during her visit to England, Ireland, and Scotland in October and November, 1942.

RECORDS DIVISION, ADJUTANT GENERAL'S OFFICE

An Adjutant General's Office *Memorandum* No. 48, April 19, 1943, established a Records Division charged with "the receipt, administration, maintenance, storage and preservation of all permanent records of the Army now in the custody of the Adjutant General's Office, or which may hereafter be transferred thereto," except those records authorized to be maintained for current operations in other divisions of the Adjutant General's Office. The division was further charged with the "investigation, inspection and technical supervision of current record procedures and policies of the Adjutant General's Office." This power was later extended to include the Army Service Forces. Six branches were established to launch the work of the division: the Records Management Branch, Microfilming Branch, Discontinued Projects Branch, Old Records Branch (records prior to November 1, 1912), Demobilized Records Branch (November 1, 1912-September 8, 1939), World War II Records Branch (all records from September 8, 1939).

Adjutant General's Office *Memorandum* No. 92 of July 31, 1943, discontinued the Old Records Branch and made it a section of a new branch to be known as War Department Records Branch. This branch was charged with "the custody and administration of all noncurrent records of the War Department which have been or may hereafter be transferred to the Adjutant General by any agency of the War Department and which are located in the Military District of Washington." Capt. Hugh M. Flick, formerly archivist of the state of New York, has been appointed chief of the War Department Records Branch.

Col. Thomas M. Spaulding, who directed the records program until his retirement on July 1, 1943, has been succeeded by Col. Ambrose White. Dr. Robert H. Bahmer has been loaned by the National Archives to the Records Division to develop a new scheduling program as provided for in the act of July 7, 1943, referred to elsewhere in this issue.

OFFICE OF RECORDS ADMINISTRATION, NAVY DEPARTMENT

The Office of Records Administration, Navy Department, established in October, 1941, completed on June 30 the first complete fiscal year of operation. In his annual report, Lt. Commander Emmett J. Leahy, Director of Records Administration, pointed out that the work of the office was divided into five fields: correspondence, current records, noncurrent records, administrative reference, and microphotography. In the correspondence field the office launched a department-wide program for developing new and revised form letters, simplifying procedures and instructions for their use, and eliminating unnecessary filing of copies of form letters and incoming letters answered by forms. The office continued its general advisory work with respect to current records. It made several general surveys of and recommendations covering

the mail and files activities of entire bureaus and was instrumental in having two additional records officers and one acting records officer appointed in the bureaus. Other accomplishments in the current records field included the drafting of a new correspondence procedure for the department and the production of a sound slide film entitled "War Power of a Minute," which will be shown to thousands of persons engaged in records and correspondence work to impress upon them the importance of speed in their work.

In reducing the mass of noncurrent records accumulated by the navy the following steps were taken: (1) Valuable old records, to the amount of 11,337 cubic feet, were transferred to the National Archives for permanent preservation, bringing the total of navy records now preserved there to 58,277 cubic feet. (2) Records without value, exceeding 60,000 cubic feet in quantity, were destroyed pursuant to authorization by Congress. (3) Nearly 10,000,000 documents were microfilmed, and, with the permission of Congress, the original records were destroyed while the film copies were retained. (4) Some 23,428 cubic feet of records were sent to records depositories maintained by the office, and 15,418 cubic feet of such records were disposed of, leaving 14,403 cubic feet of records in the depository at the end of the year. Thus about 80,000 cubic feet of records were eliminated from the naval establishment during the year, 60,000 cubic feet by outright disposal and 20,000 feet by transfer to depositories for further preservation. The office completed disposition schedules for the prompt and orderly retirement of inactive records in five bureaus, and schedules for the remaining bureaus, other field establishments, and the fleet were either in preparation or were to be begun soon.

In the field of administrative reference, Henry P. Beers of the National Archives, working under the supervision of R. G. Albion, recorder of naval administration, and in co-operation with the office, prepared for naval officials two studies based on naval records, one dealing with incentive and morale building proposals for civilian personnel in the Navy Department in the first World War and the other concerning activities of the U. S. Naval Detachment in Turkish Waters, 1919-1924.

Microphotography was used for a variety of purposes. To speed the repair and alteration of ships and planes for return to active service, plans of ships and planes were photographed on microfilm, and film copies of the plans, film readers, and enlargers were distributed in lieu of blueprints to ships and stations needing them. As experimental microfilm installation was made aboard the new battleship, U.S.S. *New Jersey*, primarily to reduce fire hazards, volume, and weight of the ship's records. Over 1,600,000 documents were microfilmed for security purposes, including about 1,300 volumes of old naval records, consisting of certain documents relating to naval operations, 1807-1886, and miscellaneous naval records, 1776-1865. Microfilm copies of these

volumes were presented to the National Archives and the Franklin D. Roosevelt Library.

As part of its services the activities of the office released ninety-eight persons for other duties and 134,879 square feet of space and 7,438 units of office equipment for other purposes and effected a monetary savings of \$720,001. The activities described above were performed by a staff that numbered eighty-three at the end of the year—fifty-five in the microfilming unit, eight in the records depository, and twenty in the office itself.

Changes in the staff of the Office of Records Administration, Navy Department, in the last few months have included the appointment of Edmund D. Dwyer, formerly procedure consultant in the Control Division of the Office of the Surgeon General, War Department; the temporary assignment of Lt.(j.g.) Paul L. Bishop, formerly of the National Archives, as records officer in the Bureau of Yards and Docks; and the detachment from the office and the assignment to duty in Europe of Lt.(j.g.) John L. Sullivan.

OFFICE OF PRICE ADMINISTRATION

The Office of Price Administration has created a historical records office, the purpose of which will be to co-operate with a staff of the Committee on Records of War Administration in the Bureau of the Budget. Robert E. Stone, historical records officer, will be responsible for the systematic collection of significant records of major policy, organizational, and administrative problems of the Office of Price Administration, and will engage in continuous analysis of such records for the administrative information of management officials of the agency.

TENNESSEE VALLEY AUTHORITY

The authority has issued recently a revised edition of its fifty-four page manual entitled *Records Program: Records Administration and Archival Service for the Tennessee Valley Authority*.

FOREIGN NEWS

Brazil

The chief of the Historical Archives of Rio Grande do Sul, Dante de Laytano, was a recent visitor in Washington.

Two Brazilian government employees, Elza Robillard de Marigny and Luiz A. Serrano, toured the United States this summer to observe records management methods in government offices, archival institutions, and business firms. After studying the practices of the National Archives, the Agriculture Department, the Internal Revenue Bureau, and other offices in Washington, their two month itinerary included visits to the Bell Telephone Company at

Philadelphia; the Customs Service, the Internal Revenue Bureau, the Federal Public Housing Authority, the Metropolitan Life Insurance Company, the Brooklyn Edison Company, and Miss Ethel Scholfield's Filing School (New York City); the Remington-Rand Company (Buffalo); the Firestone Tire Company (Akron); the McCormick Historical Association, the Photographic Division of the University of Chicago Libraries, the Burlington Railroad Company and the Sears Roebuck Company (Chicago); the Illinois State Archives (Springfield); the Minnesota Historical Society (St. Paul); the Denver and Rio Grande Western Railroad (Denver); the Southern Pacific Railway (San Francisco); the Bancroft Library (Berkeley); the Hoover Library (Stanford); the County Hall of Records (Los Angeles); the Huntington Library (San Marino); the Dallas Historical Society (Dallas); the Archives Department of Louisiana State University (Baton Rouge); the Louisiana State Museum and the customs house (New Orleans); the Alabama State Department of Archives and History (Montgomery); the Tennessee Valley Authority (Knoxville); and the Virginia State Library (Richmond).

Canada

The June issue of the *Canadian Historical Review* reports that a Committee on Public Records of the Province of Saskatchewan in the Parliament Building, Regina, has been formed after the *Canadian Historical Review* addressed a special plea to the provinces to devote more care to their archives and after representations had been made in furtherance of it by the Department of History of the University of Saskatchewan. The Hon. J. W. Estey, attorney-general, is chairman, and Mr. S. Latta, commissioner of publicity and librarian, is secretary. Other members are: Mr. J. W. McLeod, clerk of the executive council, and Mr. Arthur Ayre of the Parliamentary Library, with whom act Professors Arthur S. Morton and G. W. Simpson of the provincial university. The committee aims at inculcating good archival practices in the several departments of the government.

For the care and organization of the more historical documents a subdivision of the Provincial Archives called The Historical Public Records of the Province of Saskatchewan is being built up at the university in Saskatoon. Material is transmitted to this office by order-in-council on the recommendation of the committee. The university has undertaken to provide for the organization of the material, Professor Emeritus Arthur S. Morton being archivist. It is expected that the archives of territorial times will be completely organized by the end of this year.

It was brought home to the committee on the public records of the province that some of the big corporations are in real perplexity as to what to do with their archives. It has, accordingly, been decided that the Historical Public Records Office shall serve as a records depository for any corporation which

functions under an act of the provincial legislature if the corporation so desires. The archives of the United Farmers of Saskatchewan, which include the documents of the Grain Growers' Association from about 1905, and the archives of the Co-operative Elevator Company of Saskatchewan from 1911 (hitherto lying in the basement of the Canada Permanent Trust Company, Regina, which wound up the company) are being entrusted to the Historical Public Records Office. This office is housed at present in the School for the Deaf, Saskatoon, a fire-proof building guarded by a night watchman. A photostat copy of the catalogue of the Archives of British Columbia, Victoria, is also being stored there "for the duration," safe from any possible depredation by the enemy.

Great Britain

A Select Committee was appointed on November 26, 1942, to examine all documents and records in the custody or control of any offices of the House of Commons, to report which might be destroyed and which are of sufficient historical interest to justify their preservation, and to recommend methods for securing the safe custody of any classes of documents which ought to be preserved. The committee submitted its report on June 2, 1943. The document lists the main classes of original papers remaining in the custody of the House of Commons and reports on the status of the release of documents for salvage, the retention of documents not required by the Ministry of Supply for salvage, the current relations of house officers with the Public Records Office, and the condition of the records of the house stored in Victoria Tower. It is interesting to note that, in spite of all efforts of the committee to eliminate fire hazards in the Tower, more than seven hundred feet of metal shelving would be required to eliminate the wooden shelves now being used.

The British Records Association has announced that its eleventh annual conference will be held in London on November 16, 1943.

Mexico

Word has been received of the recent death of Rafael López Castanón, director of the National Archives of Mexico since 1920.

Dr. Agustín Hernández, chief of the Historical Archives of the Secretariat of Treasury and Public Credit of Mexico, spent July, August, and September in this country studying archival and library administration at the invitation of the State Department. He visited the National Archives, the Treasury Department, and the Library of Congress in Washington, and a number of institutions in other cities. Dr. Hernández was particularly interested in administrative organization and in methods of classification and cataloguing. The archives office of the Mexican Treasury Secretariat has supervision over six thousand persons throughout the country who work on both "active archives" (current files) and "historical archives." Dr. Hernández reported

that the Mexican government is working toward central supervision, by the General Archives of the Nation, of such employees in all agencies, and toward a uniform filing scheme for all of them. He also stated that the Society of Mexican Archivists, founded in 1934, has more than seventy-five members and is growing steadily. Dr. Hernández has spent eighteen years with the Treasury Secretariat and was for four years in the archives of the Foreign Relations Secretariat. He is the author of a *Guía del Archivo Histórico de Hacienda* (Mexico, 1940).

Netherlands

Miss M. W. Jurriaanse, a distinguished Dutch archivist has come to Washington to take charge of the records of the Netherlands embassy. Formerly an employee of the Archives of the Royal House at The Hague, she was called by the Ceylon government to Colombo in 1936 to arrange and catalogue the records of the Dutch East India Company. As a result of her work there, the government press in Colombo published in 1943 a 354-page *Catalog of the Archives of the Dutch Central Government of Coastal Ceylon, 1640-1796*. After a voyage of two and a half months Miss Jurriaanse has arrived in Washington to take up her work with the embassy. She is faced with the difficult task of adapting the embassy's record system to the vastly increased and complex war-time functions of an important diplomatic post.

South Africa

The Washington, D.C., *Evening Star*, July 6, 1943, carried the following news item:

Old official files are yielding paper in an intensive salvage campaign conducted in South Africa. After a lapse of generations ancient papers are going back into office circulation in Johannesburg and other cities. On the back of scratch paper issued in pads are memoranda set down by long-forgotten government employes in the 1880's.

Typists use as backing sheets pieces of correspondence written with quill pens. Most of the paper salvaged may be used again, as the reverse side is clean. Other old official paper will be pulped in South African paper mills.

Southern Rhodesia

One of the chief treasures of the Southern Rhodesia Archives, the collection of Moffat Papers, has been enriched recently by a gift of many additional documents from Dr. R. U. Moffat. These papers came to light after the death of Livingstone Moffat, of Taskastad, and contain many fundamental documents pertaining to the early history and administration of the colony.

Venezuela

During July the director of the National Archives at Caracas, Mariano Picón Salas, visited the United States as a guest of the Department of State.

GENERAL NEWS

The use of books in war areas and in tropical climates is bringing to the front again important problems for the makers of the materials used in books. Vermin-resistant cloth and water-resistant paper become a vital need. The July 3 issue of *Publishers' Weekly* reports that the S. D. Warren Company has been doing some fresh research in the field of water resistant paper and recently has published its findings in a special pamphlet for publishers. Manuals that accompany military equipment, it points out, should resist the effect of sea-water and rain, should be usable when wet, and should survive wetting in a condition for subsequent use. A paper has been produced which, when soaked in water, retains its strength and, even in a soaked condition, will stand rough handling without tearing.

The American Association of Museums has published a 173-page volume by Laurence Coleman entitled *Company Museums*. The volume resulted from a survey conducted under a grant from the Carnegie Foundation. Although it is designed to show business men the usefulness and purpose of commercial and industrial museums as exemplified by the more than eighty institutions covered by the survey, the data contained in it is of interest to archivists. Many of the museums listed in the appendix, pp. 93-161, are the repositories of the records of their parent companies.

The Work Projects Administration has issued a *Bibliography of Research Projects Reports; Check-list of Historical Records Survey Publications* (Technical Series: Research and Records Bibliography, No. 7). This volume lists the publications of the several survey programs including the Survey of Federal Archives and the imprints inventory, and in appendices, material pertinent to these programs.

The Committee on Publications of the American Catholic Historical Association announces that through the generosity of the Bishops' Committee on Peace money has been made available which will insure the publication of a second volume of documents under the title *Instructions and Despatches of the United States Consuls to the Papal States, 1797-1870*. This volume will be edited by Leo F. Stock of the Carnegie Institution, who edited a related documentary publication entitled *The United States Ministers to the Papal States: Instructions and Despatches, 1848-1868*.

COLORADO

Herbert O. Brayer, archivist of the Denver and Rio Grande Western

Railroad Company writes, July 17, 1943, that within the next sixty days he will leave his position as archivist of the railroad to take up his new duties as Colorado state archivist.

CONNECTICUT

James Brewster, state librarian, announces the appointment of Thomas D. Murphy as chief of the War Records Department for which the 1943 General Assembly made special appropriation. Mr. Murphy, formerly of the Yale University History Department, began his work July 1. Volume 5 of the *State Records of Connecticut* is now in press and is expected to be available for distribution in September. It covers the years 1783-1784, and is edited by Leonard W. Labaree of Yale University, who is state historian.

Yale University has received an extensive collection of original source materials for the history of the west from William R. Coe of New York. The collection contains considerable materials on Mormon settlements, John Jacob Astor's activities, Spanish explorations, and the Louisiana Purchase.

FLORIDA

Miss Dorothy Dodd, archivist of Florida, reports that the legislature has passed an act authorizing the State Library Board to negotiate for the transfer of and to receive public records from any official, department, or agency of the state of Florida, making the State Library Board legal custodian of all public records turned over to it by them.

ILLINOIS

On July 16, Senate Bill No. 250, authorizing county officials, under the supervision of their county boards, to substitute microfilm copies of records for the originals of records later than 1870 which have been on file ten years or more, became a law. The legislation was sponsored by the Illinois State County Officials Association. The Archives Department of the Illinois State Library has offered its assistance to county officials in working out their microphotographic and other records problems and has urged the County Officials Association to study and make recommendations as to what records are and what are not suitable for keeping on film only. It has also sent out a mimeographed list of suggestions to county officials designed to help them take advantage of the new act.

Two other archive laws were passed by the recent General Assembly. One creates a State Records Commission to provide for the orderly disposal of useless records. The other makes provision for the substitution of microphotographic records for originals on approval of the State Records Commission and the General Assembly.

Archivists will be interested in the article by Margaret C. Norton, printed in the May and June issues of *Illinois Libraries* entitled "The Archives Department of the Illinois State Library: Its Organization and Operation."

IOWA

The State Department of Archives and History announces the appointment of Emory H. English as head of the Manuscript Division in the place of Kenneth Colton, now serving in the armed forces. Mrs. Bessie Wilson has been appointed as head of the War Records Division.

On April 5, 1943, the General Assembly passed legislation providing for the purchase of the Kasson Memorial Building to be used by the department.

MARYLAND

The Maryland Historical Society has appointed William D. Hoyt, Jr., as an assistant in the library. In addition to his other duties in the Historical Society, Mr. Hoyt will serve as editor of a new quarterly bulletin called *Maryland Historical Notes*. James W. Foster, director of the society, will distribute the *Notes* to out-of-state historical and archival agencies on request.

The 1943 legislature enacted legislation providing that titles and salaries of officials at the Hall of Records be harmonized with those prevailing in other state institutions. This new arrangement resulted in almost every case in a minimum salary higher than the maximum paid at present, and also provided for five successive annual increases amounting to twenty per cent of the minimum salary, making it possible for the Hall of Records Commission, for the first time, to offer professional salaries to most of its employees.

MASSACHUSETTS

Francis P. Keough and Robert W. Lovett of the Harvard University Archives, now in the armed services, are stationed within a few miles of each other in North Africa. Miss Colburn is also leaving the archives for war work. Kimball C. Elkins, long on the staff of the Harvard College Library, has been transferred to the University Archives as technician in charge. Raymond Ellis, formerly in charge of the Reading Room, Harvard College Library, has been transferred to the Reading Room of the archives because of his special knowledge of the university and its history.

MICHIGAN

The Michigan Historical Commission has issued an interesting pamphlet entitled *War Records of Michigan, World War II; Manual for Organizing Committees to Collect and Preserve the War Records of Michigan and to*

Make a Permanent Record of the Participation of Citizens of Michigan in World War II.

MISSOURI

The Western Historical Manuscripts Collection of the Department of History, University of Missouri, and the State Historical Society of Missouri, have acquired on deposit the papers of Arthur M. Hyde and Lloyd C. Stark, both former governors of the state. W. Francis English is director of the collection.

NEW MEXICO

The *Annual Report* of the Historical Society of New Mexico states that "the collection and organization of archives has been given considerable attention during the past year. The establishment of the depository of the Society at Albuquerque and the collecting of documents from county and state offices by the Historical Records Survey Project opened a new and important phase of work and responsibility. . . . The photographing of the Spanish and Mexican Archives has been completed and the photostat set is now in bound form to be used for reference in Albuquerque instead of placing further strain on the fragile original archives housed in the vault of the Old Palace. Many other records have been collected and catalogued for reference. These include records from the state capitol; from county offices, including material thrown out when the Santa Fé County Court House moved to its new building. . . ."

The *New Mexico Historical Review* for July carries the report of a Special Committee on Preservation of Records and Documents of Use to Other Departments and of Historical Value to the State. This committee, made up of George M. Fitzpatrick, Paul A. F. Walter, Reginald Fisher, and Arie Poldervaart, was appointed by the governor during a recent "clean-up" of the capitol building. After the state departments had removed from the vaults and hallways all documents desired for current use, members of the committee examined the remainder. As a result of their examination, documents which had been lost were located and returned to the proper agency for checking. Thus materials belonging to the Department of Education were found with overflow from the Highway Department and material from the Highway Department was found mixed with records of the Gasoline Tax Division, and a "valuable record book from the Secretary of State's office came to light with material of the Game and Fish Department." A large quantity of manuscript and other documentary material was transferred to the Historical Society as "official custodian and trustee for the state . . . of public archives. . . ." This material includes an extensive collection of county tax rolls of the territorial period, some early treasurers' account books, warrant registers, early correspondence files, annual reports of county superin-

tendents, territorial vouchers, and a mass of other documents. The accumulation was so great that "considerable time will be required to completely sort and catalogue all . . . salvaged." In concluding its report the committee said:

This action has already resulted in preservation of valuable source material for augmenting the history of New Mexico and building up the state's permanent archives. . . . We sincerely hope that duties such as those performed . . . during the recent clean-up, may be continued without interruption, somehow, in the future to the end that no documents of value will be lost and so that our state's history will not encounter further serious gaps such as those which have been irreparably suffered because of a failure to preserve the right and truly important documents in the past. Certainly, also, the hazardous accumulations which endangered the Capitol until the recent cleanup should be avoided in the future through a more frequent check out of date and non-current material.

NEW YORK

The Division of Archives and History, State Education Department, in conjunction with the Office of Civilian Mobilization of the New York State War Council now has under way a War Records Program. The direction of the work on a state-wide basis is under the state historian, Arthur Pound. The supervision of the work in the localities and communities is being carried out by the existing network of official local historians. For assistance in the collecting and preservation of war records the official local historian may recruit volunteer workers through the local war councils. These volunteers will be enrolled after an initial period of training in the United States Citizens Service Corps (CVD), and be entitled to all privileges as members of the corps as long as they continue to perform satisfactory service in behalf of the program in their communities. A *War Records Handbook* has been prepared by the division, outlining the purposes of the War Records Program, and containing information pertaining to the types of war materials to be collected with instructions on the care and preservation of the collected materials. Copies have been sent to all the official local historians and war councils. The response to the program promises success.

At a recent session of the Regents of the University of the State of New York (State Education Department), approval has been given to an extensive post-war educational building program. A million dollar archives building in the capital region was included among the various projects. Announcement of the building program was made on July 23, 1943, and received very favorable notice in the press.

The New York Public Library has acquired the Schwimmer-Lloyd collection of manuscripts pertaining to the feminist and world peace movements

since the opening of the century. A description of the collection is to be found in the May issue of the *Bulletin* of the Library. In an interview published in the *Washington Post*, July 18, 1943, Miss Schwimmer indicated that in addition to depositing her collected papers with the library, she was sponsoring a movement to "stimulate refugees to dedicate the papers and documents they were able to bring with them to American archives—particularly the New York Public Library" because she felt much research material has been lost in European bombings and because "refugees could well repay the United States for the sanctuary it has given them by contributing their papers and documents as a source of materials for research."

The papers of the late John H. Finley, editor of the *New York Times* since 1921, are a recent addition to the manuscript collections of the New York Public Library.

Whitney R. Cross, curator of the Collection of Regional History, Cornell University, reports that to date the collection has received seventy-eight donations and seven deposits of manuscript material relating chiefly to upstate New York. Among the more important are the papers of Thomas K. Beecher, Edward Eggleston correspondence, research notes, and manuscripts; and a collection of over thirteen hundred volumes of farm and farm industry accounts.

PENNSYLVANIA

The *New York Herald-Tribune* reported on May 6, that a collection of more than a thousand letters written by Washington, Adams, Jefferson, Franklin, and other historical figures has been uncovered in the vaults of the Pennsylvania Company in Philadelphia. The papers, found in old trunks belonging to the Alexander Biddle estate, had been lying in the vault since 1899, when Mr. Biddle died. The entire collection, it is understood, has since been put on sale by the Parke-Bernet Galleries.

WRITINGS ON ARCHIVES AND MANUSCRIPTS

JULY, 1942-JUNE, 1943

This bibliography was compiled under the supervision of the Society's Committee on Writings on Archives and Manuscripts by Karl L. Trever and Mary Jane Christopher of the National Archives Library. It represents an attempt to assemble for convenient reference a record of the majority of publications relating to archives and manuscripts that were issued during that period stated above.

The committee eliminated the following categories of material from the bibliography: (1) unpublished items; (2) edited documents; (3) publications in microfilm form; and (4) items appearing in news notes sections of periodicals, unless unusually extensive or significant. If occasional items have been missed by the compilers, such omissions result from the short working time available to them following the appointment of the committee in July and from the difficulty of locating library material in war-time Washington.

The classification scheme was devised by Ernst Posner of American University on the basis of that used in *Staff Information Circular* No. 12 of the National Archives. The work of classifying entries under this scheme was done jointly by the Washington members of the committee in conference with Philip C. Brooks of the National Archives. No cross references have been used because the title of each entry will, in most instances, suggest other subject possibilities to the reader.

The compilers are indebted to Matilda F. Hanson and Florence E. Nichol of the National Archives for editorial assistance and to Bernice Heaton of the same agency for typing the manuscript. Errors of judgment or fact are, of course, the responsibility of the compilers. Comments, suggestions, or criticisms will be welcomed. The evaluation placed on this initial bibliography by readers will determine whether or not such an annual record should become a regular feature of future October issues of *THE AMERICAN ARCHIVIST*.

GENERAL LITERATURE

GRIFFIN, GRACE G., DOROTHY M. LOURAINÉ, and MARGARET K. PATTERSON. Writings on American history, 1937 and 1938. Washington, 1942. 869 p.

Writings on archives and manuscripts for these years are listed chiefly on pp. 20-42, although pertinent items are sometimes to be found under other headings.

VIRGINIA, UNIVERSITY LIBRARY. Twelfth annual report on historical collections, for the year 1941-42. Charlottesville, 1942. 78 p.

Previous reports were issued as annual reports of the archivist. This report is more than a mere account of the activities of the Virginia University Library. Its purpose is to furnish scholars with "a perspective of nation-wide trends in the related fields of archives and historical manuscripts."

THE YEAR'S WORK IN ARCHIVES, by Irene J. Churchill, N. Dermott Hunt, and Hilary Jenkinson. London, 1942. 37 p.

FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

BAUER, G. PHILIP. Records management in the National Recovery Administration. Washington, 1942. 7 p. (National Archives. *Records administration circular*, No. 1.)

BLOOD, C. KENNETH, and MARGARET C. NORTON. Some problems in the administration of county records. *Illinois libraries*, 25: 137-142 (Mar., 1943).

- CLAUS, ROBERT. Records administration in the Construction Organization of the Emergency Fleet Corporation. Washington, 1943. 10 p. (National Archives. *Records administration circular*, No. 4.)
- DOUGLAS, JESSE S. Army field records. *American archivist*, 6: 108-114 (Apr., 1943).
Also issued by the National Archives in *Miscellaneous processed document*, No. 43-9.
- ELWELL, FAYETTE H., and others. Business record keeping. New York, 1942. 394 p.
- HOLMES, OLIVER W. Planning permanent programs for federal records in the states. *American archivist*, 6: 81-104 (Apr., 1943).
Also issued by the National Archives in *Miscellaneous processed document*, No. 43-9.
- KURTZ, DOROTHY L. Unit medical records in hospital and clinic. New York, 1943. 110 p.
A manual on the nature, filing, indexing, and use of hospital records.
- LEAHY, EMMETT J. Records administration and the war. *Military affairs*, 6: 97-108 (Summer, 1942).
Also issued by the National Archives as *Miscellaneous processed document* No. 43-3.
- MCCAIN, WILLIAM D. The interests of the states in federal field office records. *American archivist*, 6: 104-108 (Apr., 1943).
Also issued by the National Archives in *Miscellaneous processed document*, No. 43-9.
- MORRIS, RICHARD B. The need for regional depositories for federal records. *American archivist*, 6: 115-122 (Apr., 1943).
Also issued by the National Archives in *Miscellaneous processed document*, No. 43-9.
- THE PROBLEM of federal field office records. *American archivist*, 6: 81-122 (Apr., 1943).
Also issued by the National Archives as *Miscellaneous processed document*, No. 43-9.
- RECORD BRANCH starts work in Pentagon Building. *War times; a weekly for War Department personnel*, v. 1, No. 12, p. 1, c. 8 (Aug. 27, 1943).
- STRICKER, A. H. Terminal facilities for office records and documents; a discussion of filing systems and equipment. *Office appliances*, 77: 30-31 (Jan., 1943).
- TENNESSEE VALLEY AUTHORITY, OFFICE SERVICE DEPARTMENT. Records program; records administration and archival service for the Tennessee Valley Authority. Rev. ed. Knoxville, 1943. 54 p.
- U. S. DEPARTMENT OF AGRICULTURE, OFFICE OF PLANT AND OPERATIONS. Procedure manual for records management. Washington, 1942. 67 p. (*Publication*, No. 2.)
- U. S. INTERDEPARTMENTAL COMMITTEE ON RECORDS ADMINISTRATION. Preliminary reports of subcommittees on records administration. Washington, 1942. 77 p.
Also issued by the National Archives as *Miscellaneous processed document*, No. 43-5.
- This committee operated under the sponsorship of the Training Division of the U. S. Civil Service Commission. The reports deal with the receipt, distribution, and dispatch of communications; preparations for filing, filing procedures, and search and charge-out systems; classification manuals and terminology; retirement and disposal of federal records; and problems of space, equipment, and personnel.
- U. S. VETERANS ADMINISTRATION, GENERAL RECORDS DIVISION. Subject decimal classification book. Rev. Washington, 1942. 71 p.
- U. S. WAR DEPARTMENT. War Department decimal file system. Rev. ed. Washington, 1943. 427 p.
- WELCH, CHARLES H. Small business problems. Record keeping for small stores; a manual for small retailers describing what records are needed and how these may be kept with a minimum of time and effort. Washington, 1942. 93 p. (77 Cong., 2 sess. *S. Com. print* No. 111.)

HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL
AGENCIES, MANUSCRIPT DEPOSITORIES, AND
RELATED ORGANIZATIONS

United States in General and Federal Government

[LIST of the names of state archival establishments and names and titles of their heads.]

(*Book of the States*, 1943-1944. Chicago, 1943. p. 448-449.)

BUCK, SOLON J. The National Archives (*Americana annual: an encyclopedia of the events of 1942*. New York, 1943. p. 507-508.)

BURT, HAROLD S. The sixth annual meeting of the Society of American Archivists, Richmond, Virginia, October 26 and 27, 1942. *American archivist*, 6: 19-27 (Jan., 1943).

CHILD, SARGENT B. "What is past is prologue"; the Historical Records Survey. Washington, 1942. 24 p.

Also published in *American archivist*, 5: 217-227 (Oct., 1942). A report on the accomplishments of the survey.

COLEMAN, LAURENCE V. *Company museums*. Washington, 1943. 173 p.

Although written to show businessmen the usefulness and purpose of commercial and industrial museums, the volume is of interest to archivists. Many of the museums listed in the appendix, p. 93-161, are repositories of the records of their parent companies.

CONNOR, R. D. W. Adventures of an amateur archivist. *American archivist*, 6: 1-18 (Jan., 1943).

The first archivist of the United States summarizes the history of the first years of the National Archives.

FRANKLIN D. ROOSEVELT LIBRARY, Hyde Park, N.Y. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library for the fiscal year ending June 30, 1942. Washington, 1942. 9 p.

HANNA, A. J. Diplomatic missions of the United States to Cuba to secure the Spanish archives of Cuba. (*Hispanic American essays: a memorial to James Alexander Robertson*. Chapel Hill, 1942. p. 208-233.)

SURVEY OF FEDERAL ARCHIVES. Report on the work . . . for the fiscal year ending June 30, 1942, by the assistant director of the Historical Records Survey Projects in charge of the inventory of federal archives in the states. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 82.)

U. S. LAWS, STATUTES, etc. Recent legislation concerning the National Archives. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 51-56.)

U. S. NATIONAL ARCHIVES. Annual report of the archivist of the United States for the fiscal year ending June 30, 1942. Washington, 1943. 92 p.

U. S. NATIONAL ARCHIVES COUNCIL. Report of the secretary for the fiscal year ending June 30, 1942. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 80.)

U. S. NATIONAL ARCHIVES TRUST FUND BOARD. Report for the fiscal year ending June 30, 1942. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 83.)

U. S. NATIONAL HISTORICAL PUBLICATIONS COMMISSION. Report of the acting secretary for the fiscal year ending June 30, 1942. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 81.)

WRIGHT, IRENE A. The odyssey of the Spanish archives of Florida. (*Hispanic American essays: a memorial to James Alexander Robertson*. Chapel Hill, 1942. p. [169]-207.)

State and Local

BEESON, LEWIS. The Minnesota Historical Society in 1942. *Minnesota history*, 24: 26-40 (Mar., 1943).

Includes a discussion of the work of the society as custodian of state archives.

COLORADO. LAWS, STATUTES, etc. An act relating to state archives and public records.

Approved Feb. 25, 1943. [Denver?] 1943. 6 p.

Establishes the Colorado State Historical Society as the archival depository for such state and local records as may be transferred to it. It also provides for the orderly accessioning, preservation, and disposal of records.

CONNECTICUT. EXAMINER OF PUBLIC RECORDS. Biennial report . . . for the period ended June 30, 1942. Hartford, 1942. 51 p.

CONNECTICUT HISTORICAL SOCIETY. Annual report, containing the reports and papers presented at the annual meeting held May 19, 1942, together with a list of the accessions made during the year. Hartford, 1942. 62 p.

[COUNTY COMMISSIONS OF PUBLIC RECORDS] *Indiana history bulletin*, 20: 10-12 (Jan., 1943).

Includes list of members of these commissions in Indiana and a recommendation made by one commission for the construction of a county repository.

DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report for the fiscal year July 1, 1941, to June 30, 1942. Dover, 1942. 35 p.

IDAHO. STATE HISTORICAL SOCIETY. Eighteenth biennial report, 1941-1942. Boise, 1942. 104 p.

[ILLINOIS. STATE LIBRARY] The Illinois State Library: biennium 1940-1942. *Illinois libraries*, 24: 291-298 (Dec., 1942).

Includes data on the activity of the Archives Division.

[ILLINOIS. STATE LIBRARY] 100 years of library service. *Illinois libraries*, 24: 281-289 (Dec., 1942).

A résumé of the history of Illinois State Library, including the Archives Division.

KANSAS STATE HISTORICAL SOCIETY. Secretary's report, year ending October 20, 1942. *Kansas historical quarterly*, 12: 92-99 (Feb., 1943).

A report on archives and manuscripts is found on p. 94-95.

LEGACY of Esther U. McNitt. *Library occurrent*, 20: 54-57 (July-Sept., 1942).

Describes the work of Miss McNitt in developing the Division of Archives of the Indiana State Library.

MARYLAND. HALL OF RECORDS. Annual report for the fiscal year October 1, 1941, to September 30, 1942. Annapolis, 1942. 28 p.

MICHIGAN. HISTORICAL COMMISSION. Twenty-ninth annual report. *Michigan history*, 27: 362-381 (Spring, 1943).

MICHIGAN HISTORICAL RECORDS SURVEY. *Michigan history*, 27: 194-201 (Winter, 1943).

Summarizes the activities of the survey and lists its publications as of June 30, 1942.

MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY OF AMERICAN HISTORY. Report, 1941-42. Ann Arbor, 1943. 8 p.

Data relating to manuscripts are to be found on p. 5-6.

[NEWTON, EARLE W.] An archives for Vermont. Vermont Historical Society, *Proceedings*, new ser., 11: 10-12 (Mar., 1943).

The director of the society advocates a survey of state records prior to establishing a permanent archives building.

NORTH CAROLINA. DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, 1940-1942. Raleigh, 1942. 51 p.

NORTH CAROLINA. DEPARTMENT OF ARCHIVES AND HISTORY. How the North Carolina State Department of Archives and History serves the public. Raleigh, 1943. 4 p.

NORTH CAROLINA. DEPARTMENT OF ARCHIVES AND HISTORY. The North Carolina Historical Commission; forty years of public service. Raleigh, 1942. 115 p.

Among the appendixes are a guide to the material in the custody of the commission (now the Department of Archives and History) and lists of publications of the commission, the Historical Records Survey, and Survey of Federal Archives in the States.

NORTON, MARGARET C. The Archives Department of the Illinois State Library: its organization and operation. *Illinois libraries*, 25: 189-197, 227-235 (May-June, 1943).

[NORTON, MARGARET C.] Archives extension service. *Illinois libraries*, 24: 238-239 (Oct., 1942).

Announces the appointment of a field visitor for archives in the Illinois State Library and explains the purpose and function of this officer.

PENNSYLVANIA. HISTORICAL COMMISSION. How the Pennsylvania Historical Commission serves the people. [Harrisburg] 1942. 20 p.

ROACH, GEORGE W. Final report: the Historical Records Survey in upstate New York, 1936-1942. *New York history*, 24: 39-55 (Jan., 1943).

SOUTH CAROLINA. HISTORICAL COMMISSION. Report for the fiscal year 1940-1941. Columbia, 1942.

VERMONT. LAWS, STATUTES, etc. An act to amend Section 1 of No. 209 of the acts of 1937 as amended by Section 1 of No. 245 of the Acts of 1939, relating to a Public Records Commission and its powers and to appropriate an additional sum therefor. [Montpelier] 1943. 3 p. (Vermont. General Assembly. S. 53.)

This act provides for the preparation of plans for housing the state records in a proposed state office building.

VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1942. Richmond, 1942. 18 p.

Report of the Archives Division is found on p. 12-14.

WEST VIRGINIA. DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, June 30, 1942. [Charleston, 1942] 42 p.

WILLIAMS, ORA. War time a time for prudence. Des Moines, 1943. 1 p.

A protest by the director of the Iowa State Department of Archives and History against the installation of a chemical laboratory in a building assigned to the department for records storage.

WISCONSIN. STATE HISTORICAL SOCIETY. Report, 1941-42. *Wisconsin magazine of history*, 26: 497-505 (June, 1943).

Includes list of manuscript and archival materials accessioned.

WYOMING. STATE HISTORICAL DEPARTMENT. Biennial report, October, 1940-September 30, 1942. [Cheyenne] 1942. 20 p.

Foreign Countries

AUSTRALIA. COMMITTEE FOR THE COLLECTION AND PRESERVATION OF WAR ARCHIVES. Report. Canberra, 1942. 10 p.

A summary of this document was printed in the *American archivist*, 6: 185-186 (July, 1943).

BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht für des jahr 1941. Basel, 1942. 16 p.

This institution reports that it is following the procedures used by the Baker Library, Cambridge, Mass., in registering and cataloguing the archives of business firms.

BASEL-STADT (Canton) STAATSARCHIV. Jahresbericht, 1942. Basel, 1943. 10 p.

- BRITISH RECORDS ASSOCIATION. Proceedings, No. 7. London, 1942. 22 p.
- BRITISH RECORDS ASSOCIATION. Tenth report of council, accounts and list of changes in members for the year ending 30 September, 1942. London, 1942. 16 p.
- BRITISH RECORDS ASSOCIATION. RECORDS PRESERVATION SECTION. Report for the year ending 30th September, 1942. London, 1942. 4 p.
- CANADA. ARCHIVES. Report of the Public Archives for the year 1941. Ottawa, 1942. xxii, 313 p.
- CASTAÑEDA, CARLOS E. Archival needs in Latin American. *Inter-American bibliographical review*, 2: 10-13 (Spring, 1942).
- CUBA. ARCHIVO NACIONAL. Centenario del Archivo Nacional, 1840-1940. *Boletín*, 39: 321-529 (Jan.-Dec., 1940).
- A collection of speeches, documents, and illustrations concerned with the celebration of the one hundredth anniversary of the founding of the National Archives of Cuba. Published in 1942.
- GUERRA, LUIS R. Historia de los Archivos de la República Dominicana. Unión Interamericana del Caribe. *Boletín*, No. 3, [45]-51 (Jan.-Dec., 1942).
- HILL, ROSCOE R. Archives [of Latin America in 1941]. (*Handbook of Latin American studies*: 1941. Cambridge, 1942. p. 79-91.)
- A general statement of the course of archival activities in Latin America, followed by more detailed statements concerning activities in the several countries and lists of publications.
- HISTORICAL RÉSUMÉ of the Public Archives of the State of São Paulo, Brazil. *American archivist*, 5: 245-251 (Oct., 1942).
- A summary translation by Ralph G. Lounsbury of a document published in 1939 under the title "Resumo histórico do arquivo público do estado de São Paulo" in v. 36 of the *Publicações* of the Brazilian National Archives.
- INDIA. HISTORICAL RECORDS COMMISSION. Proceedings, 18th. Delhi, 1942. 382. 130 p.
- Includes as an appendix relevant extracts from the *Proceedings* (16th) on the best method of preserving records and a note recorded by Dr. B. S. Baliga on the same subject. These materials were published separately, with some additional information, by the Imperial Record Department in 1941.
- QUEBEC (Province) ARCHIVES. Rapport de l'archiviste, 1941-42. Quebec, 1942. 515 p.
- Consists of a 4-page administrative report and 511 pages of edited documents.
- SOUTH AUSTRALIA. LIBRARIES DEPARTMENT. Annual report of the Libraries Board of South Australia, July, 1941, to June, 1942. Adelaide, 1942. 5 p.
- The report on work with archives is found on p. 4.
- WAGNER, V. F. Das Schweizerische Wirtschaftsarchiv in Basel. Zürich [1942]. 6 p.
- (Sonderabdruck aus der *Schweizerischen technischen zeitschrift*, jahrg. 1941. No. 43.)
- WALES. NATIONAL LIBRARY. Annual report, 1941-42. Aberystwyth, 1942. 32 p.
- Information on manuscripts and records is found on p. 13, 15-28.

APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

- BANKERS' BOX COMPANY, Chicago. Manual of record storage practice. Rev. ed. Chicago, 1942. 13 p.
- Prepared by a concern manufacturing filing equipment for banks. Recommends the preparation of schedules of records retention and disposal.
- BENJAMIN, MARY A. Librarians, collectors, dealers: three-way collaboration. *The Collector*, 56: 65-68 (Mar.-Apr., 1943).

Observations of a veteran dealer on various aspects of the development and preservation of manuscript collections.

BRITISH RECORDS ASSOCIATION. Modern records; what may we destroy? London, 1943. 5 p. (*Memorandum* No. 7.)

BRITISH RECORDS ASSOCIATION. Records: what should we try to save? London, 1942. 2 p. (*Memorandum* No. 3.)

BRITISH RECORDS ASSOCIATION. Salvage from solicitors' offices. London, 1942. 1 p. (*Memorandum* No. 4.)

ELLIOTT, ALFRED J. Records of the federal government. *Congressional record*, 89: A3313- A3315 (June 18, 1943).

A discussion of H. R. 2943, then pending, but since become law as Public No. 115, 78th Congress, superseding the general records disposal act of Aug. 5, 1939 (53 Stat. 1219) and the act with reference to the disposal of photographic records of Sept. 24, 1940 (54 Stat. 958).

GREAT BRITAIN, PARLIAMENT. HOUSE OF COMMONS. SELECT COMMITTEE ON THE DISPOSAL AND CUSTODY OF DOCUMENTS. Report, 1st-[3d]. London, 1942-1943.

This committee was appointed to examine all documents and records in the custody or control of any officer of the house and to report which of these could be destroyed and which were of sufficient historical interest to justify their preservation. It was instructed, in addition, to recommend methods for securing the safe custody of any classes of documents to be preserved. The second report includes an appendix under the title "Report from the Public Records Office on the House of Commons records in the Victoria Tower."

HAMILTON, J. D. DE ROULHAC. On the importance of unimportant documents. *Library quarterly*, 12: 511-518 (July, 1942).

A discussion of the question "What manuscripts are sufficiently important to warrant preservation?"

MCKENZIE, CARL H. An experiment in the retention and preservation of corporate records. Business Historical Society. *Bulletin*, v. 17, No. 1, suppl. (Feb., 1943), 23 p.

An account of an analysis made of the records of the Pennsylvania Telephone Corporation in order to establish schedules for the disposal of records.

MICHIGAN. LAWS, STATUTES, etc. A bill to amend the title and Section 5 of Act No. 271 of the Public Acts of 1913 entitled "An act to create the Michigan Historical Commission." Lansing, 1943. 5 p. (Michigan. Legislature, 62d. Sen. Bill 209.)

New legislation defining public records of the State and providing for the listing and disposal of documents, books, and papers more than ten years old.

U. S. CONGRESS. COMMITTEE ON APPROPRIATIONS. The National Archives. [Hearings . . . on the appropriation bill for 1944.] (Independent offices appropriation bill for 1944. Washington, 1943. p. 150-182.)

U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records by Department of Agriculture; report. [Washington] 1943. 2 p. (78 Cong., 1 sess. H. Rept. 573.)

U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records in Federal Works Agency; report. [Washington] 1943. 2 p. (78 Cong., 1 sess. H. Rept. 191.)

U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records, National Archives; report. [Washington] 1943. 1 p. (78 Cong., 1 sess. H. Rept. 216.)

U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records, sundry government departments; reports July 1942-June, 1943. [Washington] 1942-1943. (78 Cong., 1 sess. H. Repts. 2309-2311, 2347-2348, 2374-

- 2377, 2395, 2399, 2410-2412, 2467, 2493-2494, 2530-2531, 2575-2577, 2645-2650, 2717-2719; 78 Cong., 1 sess. H. Repts. 4-6, 91-93, 101-103, 133, 190-191, 215-218, 243-244, 269-270, 319, 349, 402-404, 457-458, 480-481, 484, 511-512, 554-555, 573-576.)
- U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records, Treasury Department; report. [Washington] 1943. (78 Cong., 1 sess. H. Rept. 215.)
- U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Providing for the disposal of certain records of the United States government. [Washington] 1943. 7 p. (78 Cong., 1 sess. H. Rept. 559.)
- Recommends the passage of H. R. 2943, recently become law as Public 115, 78th Congress, changing the procedures relating to the disposal of certain records.
- U. S. LAWS, STATUTES, etc. An act for the disposal of certain records of the United States government. [Washington] 1943. 3 p. (Public No. 115, 78th Congress.)
- A significant feature of this legislation is that, under provisions relating to the preparation, submission, and approval of disposal schedules, agencies may be granted continuing authority to dispose of, after the lapse of specified periods of time, future accumulations of records of a specified form or character that apparently will not, after the lapse of the period specified, have sufficient value to warrant their further preservation by the government.
- WEEDING THE LIBRARY. *Illinois libraries*, 25: 203-210 (June, 1943).
- Certain sections of this article are of interest to archivists.

PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

- BRITISH RECORDS ASSOCIATION. First aid to damaged manuscripts. London, 1942. 2 p. (*Memorandum* No. 6.)
- BRITISH RECORDS ASSOCIATION. Old parchments. London, 1942. 1 p. (*Memorandum* No. 5.)
- CIBELLA, ROSS C. Conservation in the special library. *Special libraries*, 34: 52-53, 67 (Feb., 1943).
- Has a short section on the conservation of business records.

ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS INCLUDING PUBLISHED FINDING AIDS

General Discussions

- PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. COMMITTEE ON MICROPHOTOGRAPHY. Union list of microfilms; a basic list of holdings in the United States and Canada. Supplement 1. Philadelphia, 1943. 243 p.
- POWELL, LAWRENCE C. Resources of western libraries for research in history. *Pacific historical review*, 11: 263-280 (Sept., 1942).
- VAN SCHREEVEN, WILLIAM J. Information please: findings aids in state and local archival repositories. *American archivist*, 5: 169-178 (July, 1942).

United States in General and Federal Government

- ALDEN, JOHN R. The eighteenth century Cherokee archives. *American archivist* 5: 240-244 (Oct., 1942).

The documents that were seized by the North Carolina militiamen during the Revolution and that are now part of the papers of the Continental Congress are here described with a brief account of the record-making practices of the Cherokees.

BANE, SUDA L. The dedicatory exercises of the Hoover Library. *American archivist*, 5: 179-184 (July, 1942).

The nucleus of this library's collection is the files of the various war and postwar organizations in which Hoover was active. This article describes in a general way some of these files and indicates something of their value for research.

COLBY, MERLE E. Final report on disposition of unpublished materials of WPA Writers' Program, April 8, 1943. [Washington, 1943.] 12 p.

CROCKETT, FLORENCE T. Census microfilms in D.A.R. library. *National historical magazine*, 77: 408 (Aug., 1943).

ELIOT, MARGARET S., comp. List of manuscript accessions in various depositories in the United States received during the year 1940. (American Historical Association, *Annual report*, 1941, v. 1. Washington, 1942. p. 191-331.)

[FOOR, FORREST L.] Materials in the National Archives relating to food production and distribution, 1917-1940. [Washington] 1943. 13 p. (National Archives. *Reference information circular*, No. 17.)

Distribution is restricted to officials of the federal government.

[FOOR, FORREST L.] Materials in the National Archives relating to forest products. [Washington] 1943. 7 p. (National Archives. *Reference information circular*, No. 19.)

Distribution is restricted to officials of the federal government.

[FOOR, FORREST L.] Materials in the National Archives relating to small business. [Washington] 1943. 9 p. (National Archives. *Reference information circular*, No. 20.)

Distribution is restricted to officials of the federal government.

FRIEDMANN, ROBERT. The Mennonite historical library of Goshen College. *American-German review*, 9: 12-14 (Dec., 1942).

Includes a description of manuscript materials in this library.

HILL, ROBERT W. The Schwimmer-Lloyd collection. New York. Public Library. *Bulletin*, 47: 307-309 (May, 1943).

Describes a collection of materials relating to the peace and women's suffrage movements in the early twentieth century.

HISTORICAL RECORD SURVEY, NEW JERSEY. List and index of presidential Executive Orders, unnumbered series. Newark, 1943. 388 p.

This guide serves as a finding medium for the many manuscript executive orders in the National Archives and the Adjutant General's Office, Miscellaneous Branch.

HUBER, ELBERT L. War Department records in the National Archives. *Military affairs*, 6: 247-254 (Winter, 1942).

Also reprinted by the National Archives.

JOERG, W. L. G. The Lafora map of the frontier of New Spain in 1766-67 in the National Archives: a preliminary examination. (American Scientific Congress, 1940, *Proceedings*, v. 9. Washington, 1943. p. 65-66.)

An abstract.

LARSON, HENRIETTA M. Some unexplored fields in American railroad history. Business Historical Society. *Bulletin*, 16: 69-79 (Oct., 1942).

Discusses business records and other source materials of interest to the historian.

LIVINGSTON, MARY W., and LEO PASCAL. Preliminary inventory of the War Labor Policies Board records. Washington, 1943. xvi, 22 p. (National Archives. *Preliminary inventory*, No. 4.)

- MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY OF AMERICAN HISTORY. Guide to the manuscript collections in the William L. Clements Library, comp. by Howard H. Peckham. Ann Arbor, 1942. 403 p.
- MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY OF AMERICAN HISTORY. Thomas Jefferson, 1743-1943; a guide to the rare books, maps, and manuscripts exhibited at the University of Michigan. Ann Arbor, 1943. 32 p. (*Bulletin*, No. 38.)
- MUNDEN, KENNETH. List of records of the Bureau of Insular Affairs relating to the Dominican Customs Receivership, 1905-1940. Washington, 1943. xi, 29 p. (National Archives. *Special list* No. 5.)
- MUNDEN, KENNETH. Records of the Bureau of Insular Affairs relating to the Philippine Islands, 1898-1935; a list of selected files. Washington, 1942. xii, 91 p. (National Archives. *Special list* No. 2.)
- MUNDEN, KENNETH. Records of the Bureau of Insular Affairs relating to the United States Military Government of Cuba, 1898-1902, and the United States Provisional Government of Cuba, 1906-1909; a list of selected files. Washington, 1943. xiii, 43 p. (National Archives. *Special list* No. 3.)
- MUNDEN, KENNETH, and MILTON GREENBAUM. Records of the Bureau of Insular Affairs relating to Puerto Rico, 1898-1934; a list of selected files. Washington, 1943. xi, 47 p. (National Archives. *Special list* No. 4.)
- STARK, MARIE C. Materials for research in the files of international claims commissions. *American neptune*, 3: 48-54 (Jan., 1943).
Based on an examination of record groups in the National Archives.
- U. S. NATIONAL ARCHIVES. Accessions of the National Archives during the fiscal year ending June 30, 1942. (*Annual report*, 1941-42. Washington, 1943. p. 57-79.)
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to labor and labor problems. [Washington] 1942. 16 p. (*Reference information circular*, No. 10.)
Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to labor migration during the first World War and the post-war period. [Washington] 1943. 5 p. (*Reference information circular*, No. 15.)
Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to Portuguese possessions in Africa and in the Atlantic. [Washington] 1943. 4 p. (*Reference information circular*, No. 18.)
Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to transportation. [Washington] 1943. 17 p. (*Reference information circular*, No. 16.)
Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Preliminary inventory of the Council of National Defense records, 1916-1921. Washington, 1942. xvii, 75 p. (*Preliminary inventory*, No. 2.)
- U. S. NATIONAL ARCHIVES. The Thomas Jefferson bicentennial exhibit of historical documents. Washington, 1943. 9 p.
- U. S. WORK PROJECTS ADMINISTRATION. Checklist of Historical Records Survey publications, prepared by Sargent B. Childs and Dorothy P. Holmes. Washington, 1943. 110 p. (*WPA Technical series. Research and records bibliography* No. 7. Rev. April, 1943.)
Includes a report on the location of depositories now having custody of the unpublished materials of the survey.
- VIRGINIA. STATE LIBRARY. Virginia and the Bill of Rights. Richmond, 1942. 14 p.
A description of documents in the library pertaining to the adoption of the Bill of Rights.

WETHERBEE, S. AMBROSE, comp. Lincoln collection: Illinois State Archives. *Illinois libraries*, 25: 114-125 (Feb., 1943).

A list of official state records and other documents pertaining to Lincoln's career prior to 1860.

State and Local

BETHEL, ELIZABETH. Material in the National Archives relating to the early history of the District of Columbia. (Columbia Historical Society. *Records*, v. 42-43. Washington, 1942. p. 169-187.)

BOWMAN, G. N. The lost toma de razon; a register of land grants comes to light. California Historical Society. *Quarterly*, 21: 311-320 (Dec., 1942.)

Description of a volume of land grant records for California, 1839-1840, supposed to have been lost in the San Francisco fire of 1851.

DELAWARE, UNIVERSITY. LIBRARY. Calendar of the George Handy Bates Samoan papers at the University of Delaware, prepared by William D. Lewis. Wilmington, 1942. 41 p.

DICKSON, MAXCY R. Sources for South Carolina history in the nation's capitol. (South Carolina Historical Association. *Proceedings*, 1942. Columbia, 1942. p. 50-54.)

HISTORICAL RECORDS SURVEY. LOUISIANA. Guide to public vital statistics records in Louisiana. University, La., 1942. 51 p.

HISTORICAL RECORDS SURVEY. LOUISIANA. Guide to vital statistics records of church archives in Louisiana. Vol. 1. Protestant and Jewish churches. University, La., 1942. 173 p.

HISTORICAL RECORDS SURVEY. LOUISIANA. Guide to vital statistics records of church archives in Louisiana. Vol. 2. Roman Catholic churches. University, La., 1942. 27 p.

HISTORICAL RECORDS SURVEY. MICHIGAN. Vital statistics holdings by government agencies in Michigan: death records. Detroit, 1942. 209 p.

HISTORICAL RECORDS SURVEY. MISSISSIPPI. Guide to vital statistics records in Mississippi. Vol. 2. Church archives. Jackson, 1942. 702 p.

HISTORICAL RECORDS SURVEY. MONTANA. Inventory of vital statistics records in Montana. Bozeman, 1942. 117 p.

HISTORICAL RECORDS SURVEY. NEW YORK. Guide to public vital statistics in New York State (including New York City). Vol. 2. Marriage records. Albany, 1942. 277 p.

HISTORICAL RECORDS SURVEY. OHIO. Inventory of the county archives of Ohio. No. 15. Columbian County (Lisbon). Columbus, 1942. 302 p.

HISTORICAL RECORDS SURVEY. TENNESSEE. Guide to church vital statistics records in Tennessee. Knoxville, 1942. 510 p.

HISTORICAL RECORDS SURVEY. WASHINGTON. Inventory of county archives of Washington. No. 8. Cowlitz County (Kelso). Seattle, 1942. 323 p.

HOYT, WILLIAM D., JR. The Warden papers. *Maryland historical magazine*, 38: 69-85 (Mar., 1943).

Continuation of an article published in the same journal in September, 1941. The Warden papers are in the custody of the Maryland Historical Society.

JACOBSEN, EDNA L. An inventory of New York state and federal census records. Albany, 1942. 4 p.

LOKKE, CARL L. The Food Administration papers for the state of Virginia in the National Archives. *Virginia magazine of history and biography*, 50: 220-226 (July, 1942).

LOUNSBURY, RALPH G. Early Texas and the National Archives. *Southwestern historical quarterly*, 46: 203-213 (Jan., 1943).

A survey of the materials pertaining to Texas in various record groups in the National Archives.

LYMAN, SUSAN E. The Albany Glass Works and some of the records. New York Historical Society. *Quarterly bulletin*, 26: 55-61 (July, 1942).

Description of business papers in the custody of the New York Historical Society.

LYMAN, SUSAN E., and DONALD A. SHELLEY. Greenwood family manuscripts and portraits. New York Historical Society. *Quarterly bulletin*, 27: 43-44 (Apr., 1943).

MARYLAND. HALL OF RECORDS. Calendar of Maryland state papers. No. 1: The black books. Annapolis, 1943. 295 p. (*Publications*, No. 1.)

A calendar of over 1,500 items, dating from 1636 to 1785, known as the Proprietary and Royal Government Papers, which were bound in black folio volumes sometime before 1878.

MARYLAND. HALL OF RECORDS. Catalogue of archival material, Hall of Records, State of Maryland. Annapolis, 1942. 161 p. (*Publications*, No. 2.)

Descriptions, in some detail, of the archival material received from state, county, city, and town agencies and brief administrative histories of the agencies occupy 138 pages of this document. Holdings of church records, newspapers, and miscellaneous manuscripts are also listed.

MAXWELL, SARAH A. Tutwiler collection of southern history and literature. *Special libraries*, 33: 367-369 (Dec., 1942).

A collection in the custody of the Birmingham (Ala.) Public Library that includes land grants, plantation records, maps, and photographic records relating to the ante bellum South.

[NEW YORK. PUBLIC LIBRARY. MANUSCRIPT DIVISION.] Manuscript Division accessions during 1942. New York. Public Library. *Bulletin*, 47: 91-98 (Feb., 1943).

NORTON, CLARK F. Missing supreme court documents; a comment on the official records of the Michigan State Supreme Court, 1836-1857. *Michigan history*, 26: [518]-523 (Autumn, 1942).

[OHIO STATE ARCHAEOLOGICAL HISTORICAL SOCIETY.] Documentary data. *Museum echoes*, 16: 11-12, 19-22, 27-28, 38-39, 45 (Feb.-June, 1943).

Since February, 1943, the society has listed under this caption recent accessions of manuscript, map, and archival material.

PENNSYLVANIA HISTORICAL SOCIETY. Supplement to the "Guide to the manuscript collections in the Historical Society of Pennsylvania." *Pennsylvania magazine of history and biography*, 67: 108-112 (Jan., 1943.)

PENNSYLVANIA. UNIVERSITY. WHARTON SCHOOL OF FINANCE AND COMMERCE. INDUSTRIAL RESEARCH DEPARTMENT. The Wetherill papers, 1762-1899; being the collection of business records of the store and white lead works founded by Samuel Wetherill in the late eighteenth century. Philadelphia, 1942. 121 p.

ROACH, GEORGE W. Guide to depositories of manuscript collections in New York State: Supplement No. 1. *New York history*, 24: 265-270 (Apr., 1943).

The basic guide was issued by the Historical Records Survey, New York, in 1941.

TYLER, DAVID B. Time and waste books of James Williamson, builder of the *Ann McKim*. *American Neptune*, 3: 26-34 (Jan., 1943).

Description of documents acquired by the Maryland Historical Society.

SHIP REGISTERS OF THE DISTRICT OF GLOUCESTER, 1789-1875, compiled from the Gloucester customs records in the possession of the Essex Institute. Essex Institute. *Historical collections*, 38: 41-64, 177-192, 265-280, 387-402 (Jan., Apr., July, Oct., Dec., 1942).

Continued from earlier issues.

Foreign Countries

BORAH, WOODROW, ed. Archivo de la Secretaría Municipal de Puebla; guía para la

- consulta de sus materiales. Mexico. Archivo General de la Nación. *Boletín*, 13: 207-239, 423-464 (Apr., Sept., 1942).
- A guide to the records of the Municipal Secretariat, Puebla, Mexico.
- BUTLIN, S. J. Historical records in Australian banks. *Historical studies; Australia and New Zealand*, 2: 114-118 (Nov., 1942).
- CUBA. ARCHIVO NACIONAL. Catálogo de los fondos del Real Consulado de Agricultura, Industria y Comercio y de la Junta de Fomento. La Habana, 1943. 657 p.
- An alphabetical subject list embracing the dossiers or documents of the archives of the Royal Council of Agriculture, Industry, and Commerce and its successor at Havana. The inclusive dates of the records appear to be 1789 to 1871.
- GREER, DONALD. Guide to source material on the emigrés of the French Revolution. *Journal of modern history*, 15: 39-46 (Mar., 1943).
- HERNANDEZ DE ALBA, GUILLERMO. El ceculario del Cabildo de Bogotá. *Boletín de historia y antigüedades*, 30: [367]-385 (Apr.-May, 1943).
- The archives of the Cabildo de Bogotá were destroyed by fire on May 20, 1943. This list of the major items originally in the city's archives was found recently in the National Archives of Colombia. It enables archivists to determine to some extent the nature and content of the destroyed records.
- HILTON, RONALD, ed. Handbook of Hispanic source materials in the United States. Toronto, 1942. 441 p.
- An exceedingly miscellaneous survey compiled largely from correspondence, containing descriptions of materials for scientific, art, and humanistic studies relating to Spain, Portugal, pre- and post-Columbian Hispanic America, and the Hispanic portions of the United States up to the time of their incorporation into this country.
- JONES, E. D. Manuscripts of Welsh-American interest in the National Library of Wales. Wales. National Library. *Journal*, 2: 153-170 (Summer, 1942).
- JURRIANSE, MARIA W. Catalog of the archives of the Dutch central government of coastal Ceylon, 1640-1796. Colombo, 1943. 354 p.
- LOUNSBURY, RALPH G. Materials relating to Latin America in records of emergency war agencies, 1917-19, in the National Archives. [Washington] 1942. 17 p. (National Archives. *Reference information circular*, No. 11.)
- Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to French possessions in Africa. [Washington] 1942. 8 p. (*Reference information circular*, No. 13.)
- Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to Spanish possessions in Africa. [Washington] 1942. 5 p. (*Reference information circular*, No. 14.)
- Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to the countries on the west coast of South America. [Washington] 1942. 8 p. (*Reference information circular*, No. 9.)
- Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to the Netherlands East Indies. [Washington] 1942. 10 p. (*Reference information circular*, No. 12.)
- Distribution is restricted to officials of the federal government.

APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

ANY OLD FILES? AGO Records Branch will process them, perhaps on microfilm. *War times; a weekly for War Department personnel*, v. 1, no. 12, p. 1, 8 (Aug. 27, 1942).

Describes the work of the Records Branch and the central microfilm plant of the Adjutant General's Office. Illustrations showing the work of the Branch are found on p. 5.

ARMY MICROFILMING RECORDS. *Army and Navy register*, 63: 3 (July 25, 1942).

A description of the microfilming program of the War Department.

BRENNAN, JOSEPH P. Microfilming: machine tool of management. *Journal of documentary reproduction*, 5: 81-88 (June, 1942).

A discussion of microphotography from the viewpoint of the records administrator.

BROADMAN, JOSEPH. Is microfilm permanent? Article no. 3. New York, 1942. 5 p.

FUSSLER, HERMAN H. *Photographic reproduction for libraries; a study of administrative problems*. Chicago, 1942. 218 p.

Many aspects of this study are of interest to archivists, particularly Chapter 6 on the "Care and administration of microfilm collections."

JACKSON, ROBERT S. How to microfilm office records. *Management review*, 31: 336-337 (Oct., 1942).

MAGIC MIRRORS. Dun's review, 50: 24 (Oct., 1942).

A description of the application of microphotography to the records of the Northwestern Mutual Life Insurance Company.

MOORE, B. H. Microphotographing railroad records. Washington, 1942. 4 p.

NORTON, MARGARET C. Recording by photography. *Illinois libraries*, 25: 164-165 (Apr., 1943).

Facts about the use of photography in records work in some Illinois counties.

TATE, VERNON D. Microphotography. *The complete photographer*, No. 39, p. 2530-2552; No. 40, p. 2553-2556 (Oct. 10, 20, 1942).

TATE, VERNON D. Microphotography in wartime. *Journal of documentary reproduction*, 5: 129-138 (Sept., 1942).

2,000,000 DOCUMENTS UPON MICROFILM. *American photography*, 36: 23 (Sept., 1942).

Describes a project to film the flood-damaged records of the Westinghouse Sharon Works.

SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

BRYAN, ERNEST. The National Archives. Association for Education by Radio. *Journal*, v. 2, No. 9, p. 10 (May, 1943).

Calls attention to the value of records in the National Archives as source material for radio presentations.

BUCK, SOLON J. The services of the National Archives to historical and geographical research. (American Scientific Congress, 1940. *Proceedings*, v. 9, Washington, 1943. p. 321-322.)

An abstract.

SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

ARCHIVES IN ACTION. *Film news*, v. 3, No. 9, p. 2 (Nov. 26, 1942).

An account of the work of the Division of Motion Pictures and Sound Recordings of the National Archives.

BOBB, FRANK. Microfilm standards. *Special libraries*, 33: 325-328 (Nov. 1942).

Includes a discussion of methods of film cataloguing and storage.

BRADLEY, JOHN G. Wartime cataloguing of motion-picture film. Washington, 1943. 7 p. (National Archives. *Miscellaneous processed document*, No. 43-14.)

LUTHER, FREDERIC. After-treatment of microfilm records. *American photography*, v. 37, no. 2, p. 28 (Feb., 1943).

Remarks on the care and use of microfilm.

ARCHIVES, ARCHIVAL AGENCIES, AND MANUSCRIPT
DEPOSITORIES IN TIME OF WAR

ANDERSON, ALPHILD F. Private hospital war casualty records desired by Uncle Sam. American Association of Medical Record Librarians. *Bulletin*, 13: 71-72 (Sept., 1942).

Condensed version of a paper on "War time emergencies in medical record library procedures" read before the Tri-State Hospital Assembly in Chicago, May 6, 1942.

CAMPBELL, EDWARD G. Old records in a new war. *American archivist*, 5: 156-168 (July, 1942).

Also issued by the National Archives as *Miscellaneous processed document*, No. 42-3. Describes the use being made of records of federal agencies of the first World War in the custody of the archivist of the United States and emphasizes the need for careful administration of records in present-day war agencies.

CAPPON, LESTER J. The collection and preservation of war records in Indiana; report and suggestions from the Social Science Research Council. *Indiana history bulletin*, 20: 163-168 (Apr., 1943).

CAPPON, LESTER J. A plan for the collection and preservation of World War II records. New York, 1942. 24 p.

A report, prepared for the Social Science Research Council, that indicates, on the basis of past experience, what materials, under conditions of total war, come within the bounds of any collection project and what special problems are involved in their acquisition and safekeeping.

COLTON, KENNETH E. Preserving war records: the Iowa War Records Commission. *Annals of Iowa*, 24: 82-84 (July, 1942).

COLTON, KENNETH E. That our memory may be green: the Iowa War Records Commission. *Annals of Iowa*, 24: 93-104 (Oct., 1942).

COUNTY HISTORY IN WARTIME. *Indiana history bulletin*, 20: 7-12 (Jan., 1943).

COUNTY RECORDS AND COUNTY HISTORY DURING THE WAR. *Indiana history bulletin*, 19: 317-320 (Nov., 1942).

DREWRY, ELIZABETH B. Historical units of agencies of the first World War. Washington, 1942. 31 p. (National Archives. *Bulletins*, No. 4.)

EDWARDS, EVERETT E. Compiling history as we live it. *Land policy review*, v. 5, No. 8, p. 22-24 (Winter, 1942).

An account of the war records project of the Department of Agriculture.

GONDOS, VICTOR, JR. Army historiography in the second World War. *Military affairs*, 7: 60-68 (Spring, 1943).

HARRIS, COLLAS G. Archives and war. *Library journal*, 67: 833-836 (Oct. 1, 1942).

Also issued by the National Archives as *Miscellaneous processed document*, No. 43-2.

HARRIS, COLLAS G. The conservation of cultural resources; address by the chairman of the Executive Committee of the Committee on Conservation of Cultural Resources, delivered at a meeting of the Massachusetts Committee on Protection of Valuable Objects. Washington, 1942. 9 p.

HARRIS, COLLAS G. The protection of federal records against hazards of war. *American archivist*, 5: 228-239 (Oct., 1942).

Also issued by the National Archives as *Miscellaneous processed document*, No. 42-6.

HARRIS, COLLAS G. War damage insurance for libraries and other cultural institutions. *Library occurrent*, 14: 64-65 (July-Sept., 1942).

[HISTORICAL RECORDS SURVEY. INDIANA] Safeguarding records and art: final report . . . for the Indiana Committee for the Conservation of Cultural Resources. *Indiana history bulletin*, 19: 206-207 (July, 1942).

HISTORY IN THE PRESENT EMERGENCY. *Indiana history bulletin*, 19: 267-269 (Oct., 1942).

- HUDSON, GARY, and WALTER B. HENDRICKSON. History in wartime. Illinois State Historical Society. *Journal*, 35: 323-337 (Dec., 1942).
- IOWA. WAR RECORDS COMMISSION. The Iowa [War] Records Commission. [Des Moines, 1942?] 4 p.
- MICHIGAN. HISTORICAL COMMISSION. War records of Michigan, World War II. Lansing, 1943. 15 p.
A manual for the use of committees organized to collect and preserve war records.
- NORTH CAROLINA. DEPARTMENT OF ARCHIVES AND HISTORY. War records bulletins. Raleigh, 1942-1943. 8 Nos.
- This series includes a war records manual of six pages and other pamphlets and leaflets on the preservation of local newspapers, the collection of county records, the recording of county war history, and related topics.
- OHIO. WAR HISTORY COMMISSION. What are you doing to help Ohio preserve her war records? Columbus, 1942. 7 p.
- OVERMAN, WILLIAM D. The Ohio War History Commission. *American archivist*, 6: 28-33 (Jan., 1943).
- PENNSYLVANIA. HISTORICAL COMMISSION. Pennsylvania's first year at war, Dec. 7, 1941-Dec. 7, 1942. Harrisburg, 1943. 100 p.
A discussion of the collection of war records is to be found on p. 84-88.
- PLISCHKE, ELMER. The Wisconsin War Records Commission. *Wisconsin magazine of history*, 26: 191-202 (Dec., 1942).
- POSNER, ERNST. Effects of changes of sovereignty on archives. *American archivist*, 5: 141-155 (July, 1942).
- POSNER, ERNST. Public records under military occupation. [Washington] 1943. 10 p. (National Archives. *Miscellaneous processed document*, No. 43-13.)
- SETSER, VERNON G. The historical project of the Quartermaster Corps. *Quartermaster review*, 22: 52, 103-104 (Sept.-Oct., 1942).
- U. S. COMMITTEE ON CONSERVATION OF CULTURAL RESOURCES. Memorandum on a program for the preservation of materials relating to the present war. Washington, 1942. 14 p.
- U. S. COMMITTEE ON CONSERVATION OF CULTURAL RESOURCES. War damage insurance for libraries, museums, art galleries, archival agencies, and other cultural institutions. Washington, 1942. 3 p.
- U. S. PUBLIC BUILDINGS ADMINISTRATION. Air raid protection code. Washington, 1942. 173 p.
Chap. 10 discusses the protection of records and related materials.
- VENNEMAN, HARRY. Records of war administration. *Military affairs*, 6: 191-196 (Fall, 1942).
- VENNEMAN, HARRY. War history and records activities. (National Archives. *Records administration circular*, No. 2. Washington, 1943. p. 14-19.)
- WAR AND THE RECORD OF WAR. *Annals of Iowa*, 3d ser., 24: 200-209 (Jan., 1943, Pt. 1).
- WAR HISTORY. *Michigan history*, 27: 209-211 (Winter, 1943).
Includes the text of a memorandum of the State Council of Defense, Oct. 19, 1942, to records officers of the state on care of records in war-time.
- WAR HISTORY AND WAR RECORDS. *Indiana history bulletin*, 20: 36-40 (Feb., 1943).
- WAR HISTORY WORK. *Indiana history bulletin*, 20: 149-170, 218-223, 241-248. (Apr., June, 1943).
- WAR RECORDS IN WISCONSIN. *Indiana history bulletin*, 20: 38-40 (Feb., 1943).

INDEX

THE AMERICAN ARCHIVIST

Volume VI (1943)

- "Adventures of an Amateur Archivist," by R. D. W. Connor, 1-18.
- Air Raid Protection Code for Federal Buildings and their Contents*, reviewed, 123-124.
- Angel, Herbert E., reviews *Catalogue of Archival Material, Hall of Records, State of Maryland*, by Maryland Hall of Records Commission, 125-126.
- "Archival Terminology," by Roscoe R. Hill, 206-211.
- "Archivist's Concern in Records Administration, The," by Philip C. Brooks, 158-164.
- "Army Field Records," by Jesse S. Douglas, 108-114.
- Bahmer, Robert H., "Scheduling the Disposition of Records," 169-175; reviews *Historical Units of Agencies of the First World War*, by Elizabeth B. Drewry, 34-35.
- Barrow, W. J., "Restoration Methods," 151-154; reviews *Notes on Preservation of Records*, by Imperial Record Department, India, 36-38.
- Beers Henry R., "The Bureau of Navigation, 1862-1942," 212-252.
- Brooks, Philip C., "The Archivist's Concern in Records Administration," 158-164.
- "Bureau of Navigation, 1862-1942, The," by Henry P. Beers, 212-252.
- Burt, Harold S., "The Sixth Annual Meeting of the Society of American Archivists," 19-27.
- Calendar of Maryland State Papers. No. 1. The Black Books*, by Maryland Hall of Records Commission, reviewed, 176-177.
- Catalogue of Archival Material, Hall of Records, State of Maryland*, by Maryland Hall of Records Commission, reviewed, 125-126.
- Chatfield, Helen L., reviews *Procedure Manual for Records Management*, by U. S. Department of Agriculture, 38-39.
- Check List of Historical Records Survey Publications*, published by Historical Records Survey, reviewed, 256-257.
- Chicago Public Library, Origins and Backgrounds, The*, by Gwladys Spencer, reviewed, 254-255.
- Church, Randolph W., "The Relationship Between Archival Agencies and Libraries," 145-150.
- Churchill, Irene J., N. Dermott Hunt, and Hilary Jenkinson, *The Year's Work in Archives*, reviewed, 39-42.
- Code for the Protection of Federal Buildings and Their Contents from Subversive Hostile Acts*, reviewed, 123-124.
- Colket, Meredith B., Jr., "The Preservation of Consular and Diplomatic Post Records of the United States," 193-205.
- Connor, R. D. W., "Adventures of an Amateur Archivist," 1-18.
- "Control of Records, The," by Willard F. McCormick, 164-169.
- DeValinger, Leon, Jr., reviews *The North Carolina Historical Commission, Forty Years of Public Service, 1903-1943*, 124-125.
- Douglas, Jesse S., "Army Field Records," 108-114.
- Drewry, Elizabeth B., *Historical Units of Agencies of the First World War*, reviewed, 34-35.
- Duniway, David C., reviews *Air Raid Protection Code for Federal Buildings and Their Contents*, and *Code for the Protection of Federal Buildings and Their Contents from Subversive Hostile Acts*, 123-124.

- Flick, Hugh M., reviews *Photographic Reproduction for Libraries*, by Herman H. Fussler, 35-36.
- Fussler, Herman H., *Photographic Reproduction for Libraries*, reviewed, 35-36.
- Hill, Roscoe R., "Archival Terminology," 206-211.
- Historical Records Survey, *Check List of Historical Records Survey Publications*, reviewed, 256-257.
- Historical Units of Agencies of the First World War*, by Elizabeth B. Drewry, reviewed, 34-35.
- Holmes, Oliver W., "Planning a Permanent Program for Federal Records in the States," 81-104.
- Hyde, Dorsey W., Jr., reviews *The Year's Work in Archives*, by Irene J. Churchill, N. Dermott Hunt, and Hilary Jenkinson, 39-42.
- Imperial Record Department, India, *Notes on Preservation of Records*, reviewed, 36-38.
- "Interests of the States in Federal Field Office Records, The," by William D. McCain, 104-108.
- Keegan, W. Edward, "Papers, Carbons, and Ribbons," 155-157.
- Maryland Hall of Records Commission, *Calendar of Maryland State Papers*. No. 1. *The Black Books*, reviewed, 176-177; *Catalogue of Archival Material, Hall of Records, State of Maryland*, reviewed, 125-126.
- McCain, William D., "The Interests of the States in Federal Field Office Records," 104-108.
- McCormick, Willard F., "The Control of Records," 164-169.
- Merritt, LeRoy C., *The United States Government as Publisher*, reviewed, 253-254.
- Morris, Richard B., "The Need for Regional Depositories for Federal Records," 115-122.
- "Need for Regional Depositories for Federal Records, The," by Richard B. Morris, 115-122.
- North Carolina Historical Commission, *Forty Years of Public Service 1903-1943, The*, reviewed, 124-125.
- Notes on Preservation of Records*, by Imperial Record Department, India, reviewed, 36-38.
- "Ohio War History Commission, The," by William D. Overman, 28-33.
- Overman, William D., "The Ohio War History Commission," 28-33.
- "Papers, Carbons, and Ribbons," by W. Edward Keegan, 155-157.
- Pease, Theodore C., reviews *The Chicago Public Library, Origins and Backgrounds*, by Gwladys Spencer, 254-255.
- Photographic Reproduction for Libraries*, by Herman H. Fussler, reviewed, 35-36.
- "Planning a Permanent Program for Federal Records in the States," by Oliver W. Holmes, 81-104.
- Posner, Ernst, reviews *Calendar of Maryland State Papers*. No. 1. *The Black Books*, by Maryland Hall of Records Commission, 176-177.
- Preliminary Inventory of the Council of National Defense Records*, reviewed, 126-128.
- "Preservation of Consular and Diplomatic Post Records of the United States, The," by Meredith B. Colket, Jr., 193-205.
- Procedure Manual for Records Management*, by U. S. Department of Agriculture, reviewed, 38-39.
- Rapport de l'Archiviste de la Province de Québec pour 1941-1942*, reviewed, 255-256.
- Reeves, George C., reviews *Check List of Historical Records Survey Publications*, 256-257.
- "Relationship Between Archival Agencies and Libraries, The," by Randolph W. Church, 145-150.
- "Restoration Methods," by W. J. Barrow, 151-154.
- Ross, Eleanor, reviews *The United States Government as Publisher*, by LeRoy C. Merritt, 253-254.

- Rowse, Edward F., reviews *Rapport de l'Archiviste de la Province de Québec pour 1941-1942*, 255-256.
- "Scheduling the Disposition of Records," by Robert H. Bahmer, 169-175.
- "Sixth Annual Meeting of the Society of American Archivists, The," by Harold S. Burt, 19-27
- Smith, George W., reviews *Preliminary Inventory of the Council of National Defense Records, 1916-1921*, 126-128.
- Spencer, Gwladys, *The Chicago Public Library, Origins and Backgrounds*, reviewed, 254-255.
- The Year's Work in Archives*, by Irene J. Churchill, N. Dermott Hunt, and Hilary Jenkinson, reviewed, 39-42.
- U. S. Department of Agriculture, *Procedure Manual for Records Management*, reviewed, 38-39.
- United States Government as Publisher, The*, by LeRoy C. Merritt, reviewed, 253-254.

432

PK/CC-American

Vol 6.

THE AMERICAN ARCHIVIST

January, 1943

Published quarterly by

THE SOCIETY OF AMERICAN ARCHIVISTS

THE SOCIETY OF AMERICAN ARCHIVISTS

Officers

ROBERT DIGGES WIMBERLY CONNOR, LESTER JESSE CAPPON,
president *secretary*

HAROLD SMITH BURT, *vice-president* JULIAN PARKS BOYD, *treasurer*

Council Members

SARGENT B. CHILD MORRIS L. RADOFF

WILLIAM D. MCCAIN HERBERT A. KELLAR

PHILIP C. BROOKS

THE AMERICAN ARCHIVIST

Editorial Board

CHRISTOPHER BUSH COLEMAN HERBERT INGRAM PRIESTLEY

EDNA LOUISE JACOBSEN KARL LE CLERC TREVER

THEODORE CALVIN PEASE, *managing editor*

CHARLES W. PAAPE, *assistant editor*

THE UNIVERSITY OF ILLINOIS, *sponsor*

THE AMERICAN ARCHIVIST is published quarterly in the months of January, April, July, and October by the Society of American Archivists at 450 Ahnaip Street, Menasha, Wisconsin.

Subscription price five dollars per year.

Entered as second-class matter February 5, 1938, at the post office at Menasha, Wisconsin, under the Act of March 3, 1879.

All contributions should be addressed to the Editor, 418 Lincoln Hall, Urbana, Illinois. Subscriptions and communications should be sent to 450 Ahnaip Street, Menasha, Wisconsin, or the Secretary, University of Virginia Library, Charlottesville, Virginia. Materials for book reviews, notices, and news notes should be addressed to the Section Editors, The National Archives, Washington, D.C.

PRINTED BY GEORGE BANTA PUBLISHING COMPANY, MENASHA, WISCONSIN